



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 4650.15  
N413B  
7 Jul 98

OPNAV INSTRUCTION 4650.15

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps field  
addressees not having Navy personnel attached)  
  
Subj: ISSUANCE OF THE NAVY PASSENGER TRANSPORTATION MANUAL  
(PTM)  
  
Ref: (a) DoD 4500.9-R, Part I of Mar 98  
(b) OPNAVINST 4600.24C  
(c) Joint Federal Travel Regulations, Volume 1  
(d) Joint Travel Regulations, Volume 2  
(e) MILPERSMAN  
(f) OPNAVINST 4630.25C (Encloses DoD 4515.13-R) of  
Nov 94  
(g) NAVMEDCOMINST 5360.1 (NOTAL)  
(h) DoD 4500.54-G of Aug 93 (NOTAL)  
(i) OPNAVINST 4630.26  
(j) DoD 4500.9-R, Part III of 11 Apr 97 (NOTAL)  
  
Encl: (1) Navy Passenger Transportation Manual (PTM)

1. Purpose. To supplement reference (a) by providing specific Navy official travel policies and procedures and identifying the Navy passenger transportation system. This instruction is a complete revision and should be reviewed in its entirety.

2. Applicability and Scope. This instruction applies to the official travel of Navy-sponsored passengers which include:

- a. Navy members and their dependents.
- b. Navy civilian employees and their dependents.
- c. All other personnel whose travel is funded by Navy.

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3. Discussion

a. This instruction, used in conjunction with reference (a), is designed to ensure that Navy-sponsored travelers who are entitled to, or eligible for travel at government expense will receive safe, responsive, reliable and best value travel services that satisfy mission requirements in compliance with applicable laws and Federal, Department of Defense (DoD) and Navy travel policies.

b. This manual has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case 980428.

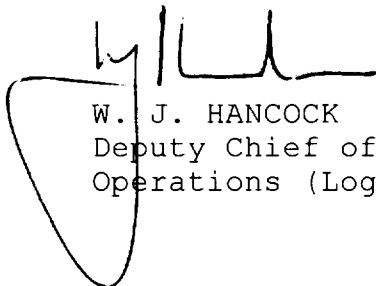
4. Action

a. NAVMILPERSCOMINST 4650.2A was canceled by BUPERSNOTE 5215 of 6 October 1997.

b. Navy commands and activities shall comply with the provisions of this instruction regarding the official travel of Navy-sponsored travelers.

c. Fleet Commanders in Chief are responsible for resourcing and managing the passenger transportation infrastructure in accordance with guidance provided in this instruction.

5. Forms. Information regarding the requisition of forms listed in this instruction is contained in Attachment 1 to enclosure (1).

  
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Deputy Chief of Naval  
Operations (Logistics)

Distribution:  
SNDL Parts 1 and 2

OPNAVINST 4650.15

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**NAVY  
PASSENGER  
TRANSPORTATION  
MANUAL  
(PTM)**

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### DEFINITIONS

Refer to reference (a) and the following word/phrase definitions for use in conjunction with this directive.

1. Civil Reserve Air Fleet (CRAF). The civil reserve air fleet augments military airlift during times of global crisis or national emergency. Under CRAF, participating U.S. commercial air carriers voluntarily commit aircraft to support U.S. interests when Department of Defense (DoD) airlift requirements exceed the capabilities of AMC aircraft.
2. Circuitous Travel. Travel by a route other than the one that would normally be prescribed by a transportation officer between the places involved.
3. Mobilization. The process by which the Navy increases its state of readiness for war or other national emergency.
4. Nonunit Related Personnel (NRP). Personnel requiring transportation to or from a theater of operations overseas other than those assigned to a specific unit.
5. Operation Plan (OPLAN). A specific, detailed operational plan for the conduct of joint operations that can be used as a basis for development and issuance of an operation order (OPORD). Complete OPLANs include deployment and employment phases, as needed.
6. Onward Transportation Advise (OTA). Information provided in port calls to assist the traveler in getting from the overseas aerial port of debarkation to the new duty station.
7. Passenger Reservation Request (PRR). A request submitted to a NAVPTO or Passenger Control Point (PCP) for booking of international or overseas passenger transportation.



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8. Personnel Mobilization Teams (PERSMOBTEAMS). Selected Reserve personnel, organized into teams, tasked with the responsibility of augmenting designated Navy Mobilization Processing Sites (NMPS).
9. Plan Identification Designator (PID). The five character alpha numeric designator for a specific OPLAN and its associated Time Phased Force Deployment Data (TPFDD).
10. Port Call. An official notification or instruction which requires a member and/or dependents to report for international or transoceanic transportation. The port call designates the aerial or sea port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the required reporting time and date, and provides such other instructions as are relevant to the transportation arrangements. An official port call issued by a NAVPTO constitutes a valid modification or orders.
11. Regular Retirees. A general term used to describe Regular members who have retired from active duty with more than 20 years total active service who may be ordered to active duty by the Secretary of the Navy at any time (10 U.S.C. Sec 688).
12. Retired Reserve. Members of the Reserve Forces who have been determined eligible for retirement, with or without pay, and are assigned at their request or by law to the Retired Reserve. In certain circumstances, they can be involuntarily ordered to active duty.
13. Standby Reserve. Members of the Reserve (other than those in the Ready Reserve or Retired Reserve who are liable for active duty (10 U.S.C. Sec 12301 and 12306)).
14. Time Phased Force Deployment List (TPHDL). That portion of an OPLAN TPFDD that identifies types and or actual units required to support the OPLAN with indicated origins and ports of embarkation/debarkation, and destinations or ocean areas.
15. Travel Advice. Correspondence (normally in the form of a message) sent by NAVPTOs/PCPs to gaining commands notifying them of travel arrangements made for personnel enroute to their commands.

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16. Travel Performance Period (TPP). The period of time (window) during which transportation may be arranged which will satisfy official travel requirements.
17. Unit Line Number (ULN). The alpha numeric code identifying a unit and its equipment in a specific OPLAN TPFDD.
18. War Air Service Program (WASP). The program designed to provide for the maintenance of essential civil air routes and services necessary for the distribution and redistribution of air carrier aircraft among civil air transport carriers after withdrawal of aircraft allocated to the CRAF.
19. Presidential Selected Reserve Callup (PSRC) Authority. A presidential authority under which the President may recall up to 200,000 Selected Reservists for up to 270 days (10 U.S.C. Sec 12304).
20. United States. The 50 States and the District of Columbia.

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## CHAPTER 1

### GENERAL INFORMATION

1. Purpose. This manual is intended to supplement reference (a) and provide specific Navy travel policies and procedures and the passenger transportation infrastructure which is an integral part of the Defense Transportation System (DTS).

2. Scope. This manual applies to the official travel of all Navy-sponsored travelers, i.e., all personnel whose travel is funded by Navy to include groups and units.

3. Policy. Navy must maintain a viable passenger transportation system capable of providing on a best value basis safe, secure, reliable and quality travel services that support effectively all Navy travel requirements worldwide in peacetime, wartime and during contingency situations.

#### 4. Authority and Responsibility

a. Chief of Naval Operations. The Chief of Naval Operations (CNO) (N41) is responsible for administering the Navy program for worldwide movement of Navy-sponsored passengers as stated in reference (b). CNO (N413B) will establish Navy-wide policy guidelines and procedures on passenger transportation and manage the program. In addition to those responsibilities listed in reference (b) that apply to management of Navy passenger transportation, CNO (N413B) is responsible for:

(1) Determining the method of contracting for official travel services and oversight of the competitive procurement of these services and provide contractor oversight.

(2) Managing the procurement, distribution, accountability, and proper use of controlled passenger transportation documents.

(3) Approving exceptions to travel policy for use of Air Mobility Command (AMC) airlift service.

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(4) Providing guidance concerning entitlements to travel allowances, and resolve controversial matters relating to the utilization and procurement of transportation facilities.

b. Fleet Commanders

(1) Ensure there are sufficient NAVPTOs to integrate with the Defense Transportation System to provide effective and responsive support of Navy's peacetime and wartime requirements. See paragraph 5 below for guidance.

(2) Ensure proper implementation and execution of Navy passenger transportation policies and procedures.

(3) Maintain the ability to support Navy critical and unique missions in connection with fleet support.

(4) Coordinate and/or perform periodic inspections of NAVPTOs in compliance with applicable directives.

(5) Interface and coordinate with CNO (N413B), as required, on passenger transportation policies, procedures, and programs.

c. Navy Passenger Transportation Office (NAVPTO). See chapter 101, paragraph C10 of reference (a). The transportation officer (TO) of the NAVPTO is responsible for implementing DoD/Navy passenger transportation policy and the overall traffic management program within an assigned geographic region, managing the NAVPTO and the performance of the Commercial Travel Office (CTO) to ensure that efficient, responsive and best value travel services are provided, and providing technical advice and guidance as required. NAVPTOs are listed in appendix A and a typical NAVPTO organization is shown in appendix B of this chapter. The following specific additional responsibilities and authorities apply.

(1) Support Navy contingency and mobilization requirements.

(2) Monitor contractor performance in the capacity of alternate contracting officer representative (ACOR) when contracted commercial travel offices (CTOs) complement their

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network and implement the Navy's Quality Assurance Plan related to these contracts.

(3) Perform passenger transportation bill reconciliation functions under the government charge card company's central billed accounts.

(4) Interface with the Defense Transportation System as specified in reference (a).

(5) Arrange group travel and international travel on AMC government airlift.

(6) Grant extensions of time limits for travel under paragraph U5130-B2 and U5130-B3 of reference (c).

d. PCPs. PCPs are designated in remote overseas locations to assist NAVPTOs in providing responsive transportation services to Navy travelers and units. PCPs may arrange international and transoceanic passenger transportation, determine the availability or non-availability of government air and issue related port calls. Overseas PCPs are not authorized to arrange any segment of international or transoceanic travel originating in Continental United States (CONUS). These arrangements will be referred to the supporting NAVPTO. PCPs and their cognizant commands are listed in appendix C of this chapter.

## 5. Organization

a. The Navy's passenger transportation infrastructure for providing travel services in support of worldwide operational mission requirements is built around the NAVPTOs. NAVPTOs are full service regional travel offices, equipped with the latest state-of-the-art airline computer reservation equipment, complemented by a CTO under contract, having direct access to the AMC for arranging government air and possessing the traffic management expertise and capabilities to effectively and responsively support Navy's peacetime and contingency travel requirements. Because of the regional responsibilities and authorities assigned to NAVPTOs, they shall be headed by an appointed TO physically located at the NAVPTO. Civilian TOs will be in the classification standard for the Traffic Management

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Series, GS-2130. The authority to approve the establishment of a NAVPTO rests with CNO (N413B).

b. NAVPTOs should be located at major bases where there are large concentrations of Navy-sponsored travelers and activities and there is a need for traffic management expertise and passenger travel services. A NAVPTO has regional responsibilities providing complete passenger transportation support and travel services, technical oversight and support services for all Navy command/activities, to include ships, within their assigned region. NAVPTO's are complemented by contracted CTOs who perform travel arrangement functions and provide related reporting and financial services. See chapter 2, paragraph 6.

c. The Pay/Personnel Administration Support System (PASS) is responsible for providing military pay and personnel services and passenger transportation services to all Navy-sponsored travelers. See OPNAVINST 1000.23B. Accordingly, NAVPTOs are normally a part of the PASS organization. Even though NAVPTOs are normally located within the PASS, they may be designated outside of the PASS when a requirement exists in a location where there is no element of PASS or the requirement is so unique and necessary as to justify an exception.

d. NAVPTO core functions, i.e., those functions which must be performed by in-house resources, include performing and supervising the technical and analytical tasks related to planning, developing, and executing traffic and travel policies and procedures. In this regard, Navy must develop and nurture traffic management and related technical expertise necessary to:

- (1) Take full advantage of technology so as to enhance operating effectiveness and reduce costs.
- (2) Perform key traffic management tasks.
- (3) Monitor and evaluate contractor performance.
- (4) Ensure responsiveness to mission requirements.

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APPENDIX A

NAVY PASSENGER TRANSPORTATION OFFICES

Continental United States (CONUS)

Navy Passenger Transportation Office  
Bangor, Naval Submarine Base,  
Silverdale, WA

Navy Passenger Transportation Office  
Charleston, Naval Weapons Station,  
Goose Creek, SC

Navy Passenger Transportation Office  
Corpus Christi, Naval Air Station,  
Corpus Christi, TX

Navy Passenger Transportation Office  
Great Lakes, Naval Training Center,  
Great Lakes, IL

Navy Passenger Transportation Office  
Jacksonville, Naval Air Station,  
Jacksonville, FL

Navy Passenger Transportation Office  
New London, Naval Submarine Base,  
Groton, CT

Navy Passenger Transportation Office  
New Orleans, Naval Support Activity,  
New Orleans, LA

Navy Passenger Transportation Office  
Norfolk, Naval Station, Norfolk, VA

Navy Passenger Transportation Office  
Pensacola, Naval Air Station,  
Pensacola, FL

Navy Passenger Transportation Office  
Port Hueneme, Construction Battalion  
Center, Port Hueneme, CA

Navy Passenger Transportation Office  
San Diego, Naval Station,  
San Diego, CA

Navy Passenger Transportation Office  
San Francisco, Fleet and Industrial  
Supply Center, Oakland, CA

Navy Passenger Transportation Office  
Washington, Crystal City,  
Arlington, VA

Overseas

Navy Passenger Transportation Office  
Far East, Commander Fleet Activities  
Yokosuka, JA

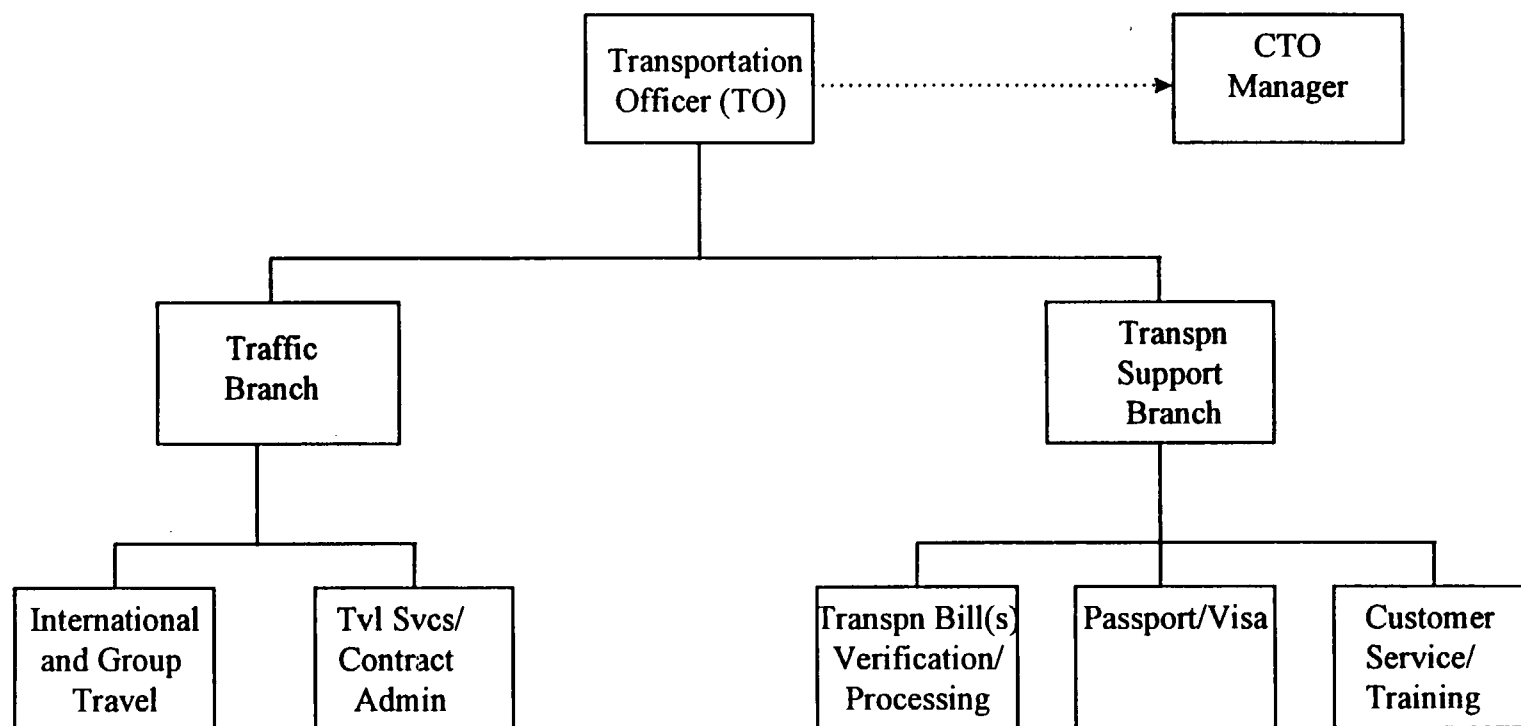
Navy Passenger Transportation Office  
Guam, Commander, Naval Forces  
Marinas, Guam, M.I.

Navy Passenger Transportation Office  
Pearl Harbor, Fleet and Industrial  
Supply Center, Pearl Harbor, HI

Navy Passenger Transportation Office  
Europe, Naval Support Activity  
Naples, IT

APPENDIX B

# A TYPICAL NAVY PASSENGER TRANSPORTATION OFFICE (NAVPTO) ORGANIZATION



---- OVERSIGHT



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APPENDIX C

PASSENGER CONTROL POINTS

<u>Passenger Control Points</u>	<u>Cognizant Command</u>
PERSUPP DET GUANTANAMO BAY CU	PERSUPPACT NORFOLK VA
PERSUPP DET PANAMA RODMAN PM	PERSUPPACT JACKSONVILLE FL
PERSUPP DET ROOSEVELT ROADS PR	
PERSUPP DET KEFLAVIK IC	PERSUPPACT NEW LONDON CT
PERSUPP DET DIEGO GARCIA	PERSUPPACT FE YOKOSUKA JA
PERSUPP DET OKINAWA KADENA JA	
CSD CHINHAE KOREA	
ADMINSUPU BAHRAIN	COMUSNAVCENT
PERSUPP DET ROTA SP	PERSUPPACT EUR NAPLES IT
PERSUPP DET SIGONELLA IT	
PERSUPP DET LONDON UK	

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CHAPTER 2NAVY PASSENGER TRANSPORTATION POLICIES AND TRAVEL PROVISIONS1. General

a. The transportation used will be that which satisfies the mission requirement most cost effectively, taking into consideration sound traffic judgment, per diem, travel time, and programs designed to obtain best value rates and fares for government travelers. Travel orders will not direct a means of transportation that is either more costly or in contradiction to DoD/Navy travel policies.

b. All Navy-sponsored travelers (to include infants) are entitled to a separate seat when traveling on government and government-procured transportation. This does not preclude travelers from voluntarily refusing a seat for the infant, however, it should be noted that if the infant is not provided a seat, there is no free baggage for the infant.

c. The normal means of transoceanic/international travel is by government air or government-procured air. In this regard, U.S. flag carriers must be used when available. Transoceanic travel via a surface mode may be authorized if air travel is medically contraindicated as specified in chapter 4, paragraph 3.

2. Government Contract City-Pairs Program (CCPP). The CCPP, administered by GSA on behalf of the Federal Government, was initiated to provide low cost air transportation for government employees on official business between heavily traveled city-pairs both domestic and international. Government discount fares, to include contract fares, may not be used for either personal travel or personal travel in connection with official travel.

a. Exceptions to use. The use of contract air service is mandatory for all government agencies, and general waivers shall not be granted. There are certain conditions under which other than contract air service may be used. The authority for granting

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exceptions to the use of contract air service in the Navy has been delegated to commanding officers of PERSUPPACTs and their designated transportation officers of NAVPTOs. These exceptions are listed in paragraph U7700 of reference (c) and paragraph C6005-A2 of reference (d).

b. Under the terms of the contract, the government has agreed to place its official air travel requirements with the contract air carriers between the contract city-pairs, provided all travel conditions are met. However, the government is not obligated to guarantee a volume of traffic. The contract air carrier is required to furnish the government traveler with the same service as the commercial full-fare passenger would receive in scheduled jet coach service.

c. When travel conditions are met, contract air service is mandatory for all official Navy travel unless a valid authorized exception is granted. See paragraph 2a above. At the time of contract award, participating carriers offered the best combination of service and the low unrestricted fares between the selected city-pairs. Since the contract air service involves valid contracts between the government and certain scheduled air carriers, the terms of the contracts must be complied with. If a non-contract carrier offers a lower fare to the general public, the government may use that fare until the contract carrier matches it. Fares offered by non-contract carriers which are restricted to government and military travelers, e.g., YDG, MDG, QDG, etc., shall not be used in making cost comparisons.

d. When there is not a direct contract fare between the traveler's duty points, connecting flights between contract and non-contract carriers or connections between contract carriers must be used when transportation costs are lower and the traveler/order issuing official concurs.

e. Where there are contracts to and from multiple airports within a metropolitan area, the order issuing official will be advised of the airport that most cost effectively serves the mission location considering all factors such as ground transportation and travel time. The order issuing official will then designate the airport his/her travelers will utilize.

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f. As stated in reference (a), Chapter 103, paragraph E(2) of reference (a), Cost Reimbursable Contractor personnel (CRC) are generally not allowed by the airlines to use government contract fares. Contact the servicing NAVPTO or refer to the Official Airline Guide (OAG) Official Traveler Flight Guide for the current list of airlines that allow CRC's to use their government contract fares. Required contractor letters of identification and payment methods vary by carrier and should be specified by the NAVPTO.

3. Group travel. See Chapter 102, paragraph F of reference (a) for details on arranging group moves.

a. Navy TO's have the authority to route any size group that does not require a planeload charter.

b. Planeload charters will be arranged through the U.S. Transportation Command's Mobility Control Center (MCC). Less than planeload charters will be arranged through the official travel services contractor who will solicit from the universe of air carriers, receive and verify bids and submit to the TO for selection.

c. All Navy sanctioned group travel, both official and unofficial, shall be accomplished through use of air carriers authorized to perform such services for AMC (international) or MTMC (domestic). This policy includes unofficial travel arranged by morale, welfare and recreation (MWR) activities, and the U.S. Naval Academy including the U.S. Naval Academy Athletic Association. These activities may use travel agents or foreign flag carriers; however, prior to final contracting, recreational activities must contact the servicing NAVPTO to verify proper certification of potential air carriers.

d. Passenger airlift safety concerns will be reported by contacting CNO (N413B) or through the use of DD 1341, Report of Commercial Carrier Passenger Service. The DD 1341 is used to report irregularities, deficiencies, unsatisfactory/unsafe conditions or services and exceptionally good service. See appendix A of reference (a). Use of this form is mandatory for:

(1) Group leaders of all group movements arranged through Military Traffic Management Command (MTMC), AMC or NAVPTOs under

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their authority. See Chapter 102, paragraph F2g of reference (a).

(2) All chartered air taxi service arranged by NAVPTOs. See chapter 103, paragraph C4 of reference (a).

(3) Individual travelers on the basis of one traveler out of each 75 travelers. More seasoned travelers will be selected.

(4) All group movements arranged by Navy recreational activities to include the U.S. Naval Academy.

e. Navy recruits will be issued transportation by the appropriate Military Entrance Processing Station (MEPS).

#### 4. Use of Government air transportation

a. AMC. The Navy fully supports the use of appropriate government air transportation (aircraft owned, leased or chartered by AMC) for the authorized movement of personnel between CONUS and overseas areas and between and within overseas areas, when it is available and satisfies mission requirements. In this regard, Navy members on permanent change of station (PCS) orders to an overseas destination are normally directed to use government or government-procured transportation.

b. Travel performance period (TPP) for use of government air in connection with PCS. The TPP for determining the availability of government air transportation will be 10 days (see chapter 103, paragraph J2b(2)(a) of reference (a)). This criterion does not apply if it conflicts with a "not-later-than" date in the orders or if the delay would result in a net increase in travel costs, for example, temporary lodging allowance (TLA), which would offset any transportation cost savings. Refer to chapter 103, paragraph J2b(9) of reference (a) pertaining to TPP when a shipment of a pet is involved.

c. Navy Organic Airlift. Passenger transportation divisions of PERSUPDETs and NAVPTOs do not arrange Navy organic or operational support airlift. This must be done directly by the activity per OPNAVINST 4631.2C (NOTAL).

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(1) Back-up Commercial Air Reservations. Commercial air carrier reservations shall not be made as a back-up for Government airlift service as specified in chapter 102, paragraph B of reference (a). The commercial transportation industry is an important part of the Defense Transportation System, and interface with this faction must be made in a responsible manner. When commercial carriers offer assets in response to valid DoD requirements, these assets are unavailable for commercial use. The carrier is, in many cases, turning away potential revenue from the civilian sector in order to move military requirements. If reservations are canceled at the last minute, the carrier is either unable to sell or has difficulty selling the seats. Accordingly, when commercial air reservations are made, there must be a valid requirement and a clear intent to execute the travel via this means. Without the utmost of integrity in dealing with commercial air carriers TOs cannot establish the creditability and trust that are essential in time of actual emergency.

(2) Reasonable cutoff times for confirmation of Navy organic airlift must be established in order to book less than first-class commercial air reservations, in the event that operational support airlift cannot support travel requirements.

#### 5. Accommodations on commercial air carriers

a. General. Consistent with DoD policy, Navy-sponsored travelers who are authorized to use commercial air carriers within or outside the United States for official business will use less than first-class accommodations. Reservations must be made sufficiently in advance of the required travel date to ensure maximum use of coach accommodations. Refer to paragraph U3125-B of reference (c) and paragraph C2204-A of reference (d).

#### b. Use of First-Class

(1) Need for authorization. Regardless of rank, first-class service will be provided only when such service has been authorized in writing by the Under Secretary of the Navy. Requests for first-class air travel must be submitted via CNO (N09B) to the Under Secretary of the Navy. When authority is granted, the authorization document must be attached to or cited in the travel order as follows: "First-class air transportation

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authorized by (insert appropriate title) in (cite reference and date)."

(2) Annotation Required. When two points are served only by first-class accommodations, the travel orders will be annotated "First-class issued; only first-class available between authorized origin and destination points." This provision does not apply to routes over which both first-class and coach-class service is offered, but coach class is sold out.

(3) After-the-fact approvals. Use of first-class accommodations without prior authorization could result in monetary losses to the traveler involved. In these cases, after-the-fact approvals must be obtained as outlined in paragraph b(1) above.

c. Use of Premium Class other than First Class (Business Class). The use of premium class other than first class may be authorized only under certain circumstances as stated in references (c) and (d). NAVPTOs do not have the authority to authorize this costly means of air travel. Only order issuing officials may authorize premium class other than first class accommodations provided the following criteria are met:

(1) Regularly scheduled flights along the required route only provide premium-class seats. NAVPTO's must certify this condition which then must appear in the order endorsement.

(2) No space is available in coach and travel is urgent and cannot be postponed. NAVPTO's certification of non-availability of coach class accommodations and the order issuing official's authorization to use business class must appear in the order endorsement and travel order respectively.

(3) Travel involves an employee with a disability substantiated in writing by competent medical authority. An attendant may accompany the employee in premium class other than first class, if necessary. Written authorization must be cited in the orders and be included in the NAVPTO's order endorsement.

(4) Security purposes or exceptional circumstances exists. This situation must appear in the orders and must be included in the NAVPTO's order endorsement.

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(5) Travel on a foreign flag carrier has been approved, and the sanitation or health standards in coach class are inadequate. The NAVPTO must certify to both the use of foreign flag carrier and the unacceptable health conditions in coach which must ultimately appear in the order endorsement. The order issuing official authority must accept the use of higher cost accommodations and annotate in the orders.

(6) Overall savings would result. This includes avoidance of additional subsistence costs, overtime, or lost productivity incurred while waiting for available coach seats. NAVPTOs must provide a cost analysis to the order issuing official authority and approval must appear in the orders. NAVPTOs must annotate the reason and analysis in their order endorsement.

(7) The travel costs are paid by the nonfederal source. Payments from a nonfederal source may be used only for coach or premium-class other than first class travel. They may not be used for first-class travel. The authorization must appear in the orders and NAVPTOs must include in their order endorsement.

(8) The travel between origin and destination one of which is outside CONUS, is in excess of 14 hours (not applicable to PCS travel). Use of premium other than first class may be authorized only when a NAVPTO has certified that government air is unavailable. In these cases, employees who fly premium-class other than first class are not authorized rest periods en route or upon arrival. NAVPTO's will provide the order issuing official authority the cost differences. The order issuing official must specifically authorize the use in the orders. The order endorsement will certify the non-availability of government air, detail the cost difference and certify that the order issuing official authority approved the use of premium class other than first class in connection with temporary duty travel despite the excess cost.

(10) When authorized by the order issuing official, the TO may arrange business class travel on U.S. flag air carriers if coach class is not available; mission requirements dictate that the first available transportation be used and are so stipulated in the orders and the only other



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alternative that would satisfy the mission is the use of foreign flag air transportation.

6. Use of CTO in conjunction with official travel

a. Policy. Navy/DoD policy is that all official travel, (transportation, car rental, government and commercial lodging) will be arranged through a CTO under contract. The Navy will continue to competitively contract travel service support for official travel requirements on a regional basis at no cost to the Navy until such time as these contracts or portions of, are absorbed by the Defense Travel System. CNO (N413B) will be responsible for centrally contracting official travel services worldwide based on service and price. No other Navy command or activity shall contract or enter into agreements for official travel and/or transportation services.

b. Services provided by CTOs. CTOs complement NAVPTOs and Personnel Support Activity Detachments (PERSUPPDETs) in providing a full range of commercial travel services. They also provide management information reports and special services upon request in response to emergencies, contingencies and mobilization. In conjunction with the NAVPTOs, they provide the capability to effectively support both peacetime and contingency travel requirements.

c. Relationships

(1) The primary Contracting Officer Representatives (COR) for Navy official travel services contract are located at CNO (N413B) and are the technical representatives of the Contracting Officer in the administration of the applicable contracts.

(2) CTOs are considered to be an integral part of the Navy passenger transportation infrastructure. CTOs will be physically collocated with the NAVPTO or passenger transportation element of the PERSUPPDET whenever possible in order to enhance the effective arrangement of official travel.

(3) The PERSUPPACT commanding officer is responsible to the base commander for the conduct of the CTO. The NAVPTO transportation officer is an appointed Alternate Contracting Officers Representative (ACOR) and will monitor the performance

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of the CTO, ensure compliance with Navy travel policies and procedures and the provisions of the contract and submit semi-annual technical reports to the appropriate primary COR. The NAVPTO transportation officer is the primary point of contact for the CTO manager.

d. Procedures. The PERSUPPACT commanding officer, in conjunction with the TO, will determine the requirement for the establishment (or disestablishment) of a CTO or an element of a CTO and submit requests to CNO (N413B).

e. CTO Office Space. CTOs shall be provided adequate facilities and related services, i.e., janitorial service, etc., necessary to perform their functions. A sufficient air conditioning system should be provided to meet the operability requirements of the CTO's computer reservation system. CTOs shall be charged standard rent for such facilities and utilities and be required to maintain them in a clean and orderly manner consistent with base standards. CTO facilities will be equivalent to those of their Navy counterparts. CTOs will not be allowed to upgrade their facilities beyond those occupied by the Navy passenger transportation element.

#### 7. Use of travel agencies

a. Policy. Navy policy is that all official travel services shall be arranged through a CTO under Navy contract.

b. When the services of a CTO under Navy contract is available and the traveler purchases travel services from a travel agent not under contract, reimbursement is not authorized unless the TO certifies that due to unusual circumstances the traveler was authorized/approved to purchase transportation directly from a common carrier or a CTO not under government contract.

#### c. Exceptions

(1) See paragraph U3120 of reference (c) and paragraph C2207 of reference (d).

(2) In overseas areas where the most economical fares within and between foreign countries (locations) are available

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only from CTOs not under government contract, the TO will certify this condition thus allowing the use of the non-contract CTO to obtain these fares.

8. Use of CTOs in obtaining leisure (unofficial) travel services

a. General. Chief of Naval Personnel (CHNAVPERS (Pers-65) has cognizance over the Navy leisure travel services program. Detailed policies and procedures related to leisure travel services are contained in BUPERSINST 1700.23.

b. Policy

(1) Leisure travel service is completely separated from official travel services, i.e., separate managers, resources and facilities, and is accomplished through the selection of a CTO on a competitive basis. The base commander will accomplish the leisure travel contracting action.

(2) The official travel CTO is allowed to provide individual point-to-point leisure travel and related services only when it is performed in conjunction with official travel. This arrangement is for the convenience of the traveler. Therefore, individual point-to-point ticketing for leisure travel in conjunction with official travel is a market which cannot be guaranteed in the leisure travel contract. Accordingly, an individual may obtain a leisure point-to-point ticket in conjunction with official travel from any source he or she desires, to include the CTO established to handle official travel.

9. Exceptions to or waivers of the Joint Federal Travel Regulations (JFTR), Volume 1, and Joint Travel Regulations (JTR) Volume 2. The provisions of references (c) and (d) are based upon laws, executive orders, and other statutory directives. Therefore, provisions of references (c) and (d) may not be waived by the Navy. Any request for waivers or exceptions to references (c) and (d) will not be considered.

10. Promotional benefits/incentives, gifts received in conjunction with official travel. Refer to Chapter 102, paragraph Q of reference (a), paragraph U2010 of reference (c) and paragraph C1200 of reference (d).

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a. Upgrades to first-class accommodations are not permitted. Although airline seat upgrades to business class are permissible in connection with airline frequent flyer club benefits, it may be prudent not to adopt this practice as travel costs can reduce activity/command travel budgets. Navy travelers who earn frequent traveler credits performing official travel shall use those credits only for subsequent official transportation tickets, commercial lodging and car rentals. Credits earned through official travel may not be used either for, or in conjunction with, any form of unofficial travel.

b. Official transportation will not be obtained from an airline or vender solely to obtain points, free tickets, or any other amenities or gifts. Coercion on the part of the traveler or activity to use a particular airline for this purpose is improper and shall not be condoned. Travelers shall not exchange CTO-issued travel arrangements for this purpose.

11. Airline compensation to the traveler. For airline compensation to travelers who are either denied boarding or voluntarily relinquish their seats see chapter 102, paragraph Q4 of reference (a).

12. Use of commercial airline discounted fares having an administrative service charge or a cancellation or penalty fee

a. Policy

(1) Fares having an administrative service charge or a cancellation or penalty fee may be used provided the order-issuing authority specifically requests that the TO/transportation agent (TA) consider these fares when arranging official transportation for their travelers.

(2) The authority to consider the use of promotional fares does not affect the Federal/DoD/Navy policy concerning use of contract airfares as use of general public fares which lower total trip costs is an authorized exception to the required use of contract fares. However, if the contract carrier offers comparable general public fares, they must be used.

b. Procedures

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(1) Commands/activities desiring to use these fares must submit a letter to the appropriate NAVPTO stating that airline promotional fares with cancellation/penalty fees and/or other restrictions, are to be considered for their official travelers. The letter must also acknowledge command responsibilities for any cancellation or penalty fees incurred. The order-issuing authority must state that he or she understands the risks involved and accepts the fact that if the orders are canceled or modified after issuance of tickets, the penalty fee will be charged against their travel funds with no travel performed.

(2) Commands/activities will ensure that orders are issued in sufficient time to meet ticketing deadlines. The remarks section of the travel order must reflect the statement "Promotional fare requested and, if levied, cancellation/penalty fee authorized by this command." The letter authorizing use of these fares must also be referenced.

(3) Cancellation or penalty fees are assessed by the airlines at the time the unused ticket is refunded. Travelers routed on these fares must be cautioned to use the transportation exactly as it is issued by the transportation element since any changes could result in a penalty being assessed. These fares should not be used in connection with any travel where the possibility of cancellation can be foreseen.

(4) Order-issuing authorities should maintain records to ensure that the number/amount of penalty fees paid are acceptable and not excessive. TOs should also monitor use of these fares during the bill payment certification to detect trends of excessive cancellation and payment of penalties. Commands/activities should be notified of any fundings requiring corrective action.

13. Use of leave/furlough fares provided by the commercial carriers

a. General

(1) The commercial carriers offer a variety of furlough or leave fares to active duty military personnel and their dependents on leave, pass or furlough traveling at their own

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expense. Some international air carriers have also extended their leave fares to DoD civilian employees and their dependents residing in the overseas areas.

(2) Leave fares are not necessarily the lowest in the market and travelers should be advised to "shop" for a lower fare offered to the general public. This is especially true for travel within the United States.

(3) The commercial carriers have a variety of restrictions, limitations and rules governing their published leave fares. Also, these fares are subject to frequent change. Travelers should contact the carrier(s) for details prior to finalizing travel plans.

b. Proper use of leave fares. Leave fares are provided voluntarily by the commercial carriers and are a definite benefit to eligible personnel in a leave status. Rules governing these fares prohibit their use for official funded travel.

#### 14. Controls on fraud, waste and abuse

a. TOs and appointed TAs will review travel orders to ascertain if they improperly direct a more costly means/mode of transportation, provide for unauthorized stopovers, indicate an intent to circumvent a law regarding transportation entitlements or a regulation stipulating DoD/Navy policies concerning use of transportation facilities or accommodations.

b. TOs in receipt of questionable or improper travel orders will request an explanation from the order issuing official. In the absence of satisfactory explanation or corrective action, the matter shall be referred to the transportation officer's commanding officer and forwarded to the Naval Criminal Investigative Command if deemed necessary.

#### 15. Personal baggage

##### a. General Provisions

(1) Free Baggage. Refer to chapter 103, paragraph Fl a of reference (a), chapter 1, paragraph D2a of reference (f), chapter

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3, part G of reference (c) and chapter 2, part G of reference (d).

(2) Excess Baggage. Refer to chapter 103, paragraph Flb of reference (a), chapter 1, paragraph D2b of reference (f), chapter 3, part G of reference (c) and chapter 2, part G of reference (d). Excess baggage will not be authorized at government expense unless it is specifically authorized in the travel orders. Excess baggage in connection with PCS must be authorized by CHNAVPERS (Pers-4). Navy-sponsored dependents may not be authorized excess baggage and pets may not be transported as excess baggage. NAVPTOs and PERSUPPDETs arranging Navy-sponsored passenger transportation are responsible for correctly translating excess baggage authorizations into appropriate transportation.

b. Aboard AMC Passenger Airlift. Refer to chapter 2, paragraph D of reference (f).

(1) Each checked bag exceeding the size or weight limitation as specified in chapter 2, paragraph D of reference (f) will be counted as one extra piece for each increment of 70 pounds.

(2) Individual items exceeding 100 pounds will not be accepted.

(3) Excess baggage. Passengers with more than three pieces of baggage as described in chapter 2, paragraph D of reference (f) must be authorized excess baggage in the official travel orders. If not authorized as excess, the member must be prepared to pay for the excess item(s). The charge for the excess baggage is based upon a rate per piece based, in turn, upon the passenger fare. Current rates for excess baggage are found in the AMC Tariffs (AFR 76-11, 76-28) located at each NAVPTO. Military members reporting for AMC transportation without sufficient funds to pay for excess personal baggage costs may use special cost-charge procedures, if weight limits of the aircraft permit. AMC terminal personnel will arrange the cost-charge and will prepare and forward DD 139, Pay Adjustment Authorization, to the Defense Finance and Accounting Service (DFAS) where collection will be made. This procedure is meant to alleviate hardships should the member report to the terminal with

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excess baggage. Every effort should be made to preclude this by properly briefing the member that excess personal baggage should be shipped in authorized personal property shipments.

(4) Carry-on baggage. One carry-on piece not exceeding 45 linear inches is allowed and must fit under the airline seat.

(5) Baggage Interlining. Most major domestic airlines have agreed to interline baggage with AMC Category B flights originating or terminating at the CONUS commercial gateways. Transportation officers should check with the airline involved before making arrangements. Excess baggage may not be interlined. Any pieces in excess of the free baggage allowance must be claimed and rechecked. Passengers must request their baggage be interlined and present proof of a confirmed onward reservation either in the form of a commercial airline ticket or a copy of orders with port call. Passengers originating travel overseas must claim their baggage at the first CONUS port of entry in order to clear customs. Once the baggage is cleared, it may be replaced on the interlined baggage conveyor within the customs area.

c. Aboard Commercial Airlift

(1) CONUS travel. Within CONUS there is some variety in the weight and size limitations for the free baggage allowances among the U.S. carriers. In general, they all allow two pieces of checked baggage and one carry-on piece, however, on some airlines two carry-on pieces are allowed. It is best to check with the specific carriers involved regarding their baggage policies.

(2) International. For international commercial service the free baggage allowance is determined using either the weight or piece method. The method used depends upon the airline and the points of travel. Since there are a number of variations involved it is best to check with airline(s) regarding the free baggage allowances. The NAVPTO or PCP arranging international travel will ensure that the travelers are briefed so as to minimize traveler inconvenience and unexpected expenses in travel.

d. Excess Baggage



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(1) Passengers whose travel orders authorize excess baggage will normally pay the excess baggage charges directly to the servicing airline at the time of flight check-in. Passengers may claim reimbursement for this expense on settlement of the travel claim. If travel claim reimbursement procedures will be used, the excess baggage receipts obtained from the servicing airline must be turned in with the claim.

(2) If this procedure imposes an unwarranted hardship on the traveler, an individual U.S. Government Transportation Request (GTR) may be issued to cover both the individual transportation and shipment of excess baggage.

(3) The free baggage allowance on foreign flag carriers normally differs from that on AMC and U.S. flag carriers. If a foreign flag carrier which must be used on a segment of the authorized direct route allows less than the authorized free baggage allowance on AMC or the U.S. flag commercial carrier, the actual/approximate amount of excess baggage necessary for that segment, not to exceed the amount of baggage allowed free of charge on the segment of the authorized route serviced by AMC or the U. S. flag commercial carrier may be authorized. The difference between the free baggage allowance on the applicable foreign carrier and the actual weight of baggage, not to exceed 140 pounds (2 checked pieces -- 70 pounds each), should be allowed on the segment where foreign flag service must be used. In this regard, the traveler must be interviewed to determine requirements. PCS orders should be endorsed explaining the reason excess baggage was allowed on that segment of the trip and citing this paragraph as authority. Temporary duty orders must show the excess baggage authorized by the order-writing official.

e. Lost and Found Baggage

(1) Lost baggage on government airlift (AMC flights (Category B & M)).

(a) The passenger must furnish the boarding pass, baggage claim checks and one copy of travel orders to AMC representative who will prepare a Baggage Irregularity Report (AMC Form 134). The passenger is given a copy of a mishandled baggage letter and copy of AMC Form 134.

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(b) The passenger must be contacted within 24 hours by telephone, if available, and informed of action being taken and status.

(c) If baggage is not found within 72 hours after reporting loss, the passenger will again be notified of status by telephone if available.

(d) If the baggage is not found the passenger will be notified in writing:

1. Baggage lost on AMC organic airlift - passengers will be furnished the complete correspondence file regarding their claims and instructed to contact the nearest military claims office.

2. If baggage was lost on AMC contracted Cat B airlift passenger will be informed of the name of carrier and that a reproduced copy of AMC Form 134 and all correspondence will be forwarded to carrier. The carrier will furnish commercial airlines claims forms to the passenger with instructions on completing. Passenger will also be instructed to contact nearest military claims office if assistance is needed in completing forms or if conflict/disagreement arises in submitting claim.

(2) Baggage lost on commercial airlift. The passengers should immediately report the loss to the airline representatives located in the baggage pick-up area of the airport. Airlines have their own procedures for recording lost baggage but the passengers should have the boarding pass, baggage claim check(s) and address/telephone number where they can be located.

(3) Baggage found

(a) On AMC airlift - baggage found is forwarded as "RUSH" baggage to the reporting terminal. The AMC receiving terminal provides delivery within a 60-mile radius of the terminal. Passengers are given the option of picking up in person or delivery. If delivery is over 60 mile radius and AMC airlift is unavailable, the terminal officer or designated representative will turn baggage over to the local traffic

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management officer, (TMO) for processing by the most expeditious mode available, regardless of cost.

(b) On commercial airlift - Carrier will usually deliver baggage by the most expeditious means available to the address furnished by the passenger. Baggage found, that was interlined to a AMC CAT B mission will be forwarded to the AMC terminal servicing the CAT B mission. AMC will expedite rush baggage to passengers final destination.

f. Baggage insurance. Government travelers are automatically insured for up to \$1,250 for carry-on baggage and up to \$500.00 for checked baggage insurance when they charge their fare through the Government Charge Card company. This covers the replacement cost of lost, stolen, or damaged baggage (whether checked or carry-on). This benefit is payable regardless of any other coverage the traveler may have.

16. Shipment of firearms. Refer to chapter 103, paragraphs F4 and 5 of reference (a) and chapter 1, paragraph D3 of reference (f).

17. Circuitous travel

a. General Policy. Circuitous travel may be permitted for unaccompanied and accompanied personnel with command-sponsored dependents upon an ordered permanent change of station (PCS) between CONUS and overseas areas and between and within overseas areas. Circuitous travel using AMC or other military aircraft for personal reasons is not authorized for civilian employees and their dependents.

b. Authorizing circuitous travel

(1) General. Circuitous travel in connection with PCS orders may be authorized by the detaching commanding officer without prior approval from CHNAVPERS. When use of government air (AMC Category B airlift) is directed in orders and is available within the timeframe needed by the member, but the member wishes to obtain commercial air service with personal funds and receive a limited reimbursement, an order modification to authorize, rather than direct, use of government air service must be requested from CHNAVPERS (Pers-4) prior to circuitous

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travel being performed. The order modification is not required when the member has been provided a commercial airline ticket by the servicing NAVPTO. In this case, the member can turn in the airline ticket to the CTO or airline and travel circuitously with the understanding that any excess cost will not be at the government contract rate and that in the event that the orders are canceled the member must reimburse the government the cost of the airline ticket issued by the NAVPTO.

(2) Order endorsement. When circuitous travel is authorized, the detaching commanding officer's endorsement to the original orders shall include the mode and schedule of transportation, government or commercial, which would have been available to the member at the time of detachment had the direct route been used. This information may be obtained from the servicing NAVPTO. Following are two examples of information to be included in the endorsement.

(a) Example 1. "Circuitous route travel authorized; had direct route been used, government air (AMC) was available from Naples, IT, to Norfolk, VA at a cost of \$\_\_\_\_\_."

(b) Example 2. "Circuitous route travel authorized; had direct route been used, commercial air from Bahrain to New York, NY would have been used. Fare: YCA \$\_\_\_\_\_. Government air unavailable."

c. Procedures regarding the use of circuitous travel

(1) Use of AMC services. Space required travel via AMC may be booked for any segment of a circuitous route. When the cost of individual space required segments of a circuitous route or travel which includes a delay en route for leave, add up to an amount in excess of the direct route cost, the member must pay the excess cost with a DD 1131, Cash Collection voucher prior to commencing travel. As an alternative, individual segments of a circuitous route that exceed the cost of AMC transportation for the direct route may be accomplished on AMC in a space available status or on commercial transportation at personal expense (non-reimbursable).

(2) Excess baggage. Excess baggage is not authorized for personnel traveling in a space available status.

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(3) Allowance for constructive travel time. Constructive travel time shall be allowed for overseas travel via the most direct route. Travel time within CONUS shall be authorized for the mode of travel used based on the distance (by direct travel) from the port of debarkation actually used to the new permanent duty station not to exceed the official distance from the appropriate port of debarkation by the normal direct route to the new permanent duty station. All travel time and delay in excess of the constructive travel time via the normal direct route shall be charged as leave.

d. Limits on reimbursement for circuitous travel.

(1) A member who performs circuitous travel for personal convenience on a PCS will be entitled to reimbursement for mileage or transportation, but the reimbursed amount may not exceed the cost that the member would have been entitled to for travel via the direct route between the old duty station and the new permanent duty station. Advance transportation allowance is not authorized under provisions of paragraph U5105-C of reference (c). All other costs incurred must be paid by the member. See paragraph U5116-E of reference (c).

(2) Reimbursement for dependents. Dependents are entitled to reimbursement under the same conditions cited in paragraph d(1) above.

(3) Use of foreign flag carriers. Reimbursement is not allowed for any part of a circuitous trip performed on foreign flag carriers unless the authorized direct route would have involved the use of foreign-flag transportation. In that case, reimbursement is limited to that which the government would have paid for required foreign flag transportation over the authorized direct route. See paragraphs U5116-E of reference (c) and C2204 of reference (d).

(4) Sources of additional policy information. Paragraphs U5116-D and U5116-E of reference (c) and paragraph 13 of this chapter shall be reviewed and explained to the member to ensure that the limitations on reimbursement are completely understood.

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18. Transportation of remains, escorts, and next of kin to bedside of seriously ill or injured Navy members

a. Transportation of remains. The Department of the Navy provides for transportation of the remains of naval personnel who die while on active duty from the place of death to the place of burial. Entitlement to travel allowances for transport of remains is issued in references (c), (d) and (e).

(1) Transportation within CONUS. Commanding officers of activities in CONUS to which the member was assigned at time of death, or at ports of entry for deaths occurring outside CONUS, are responsible for selecting the most expeditious method for transporting remains to destinations in coordination with the local transportation officer. Government air transportation is not authorized for the movement of remains within CONUS except under unusual circumstances. Whenever possible the remains should be shipped on a commercial bill of lading. If this is not possible see chapter 102, paragraph O of reference (a) and paragraph 9-3b of reference (e). The following modes may be used.

(a) Commercial air (charter air taxi may be used when commercial air is unavailable and the use of surface transportation would cause undue delay).

(b) Rail.

(c) Funeral coach under the following circumstances:

1. The cost does not exceed the cost of such transportation by common carrier transportation.

2. Common carrier is not available or not practical.

3. The primary next of kin requests a funeral coach and will defray excess cost to the government.

(2) Transportation outside CONUS

(a) Government air will be used whenever possible and is authorized between two points outside of CONUS, from an overseas

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point to a CONUS aerial port of debarkation (APOD), or from a CONUS aerial port of embarkation (APOE) to an overseas point.

(b) Commercial air is authorized when government transportation is not available, or when its use would not be practical or would cause undue delay. An escort will accompany remains of naval personnel in transit via commercial air.

b. Transportation for escorts of remains. The use of escorts is addressed in chapter 10 of reference (e). When escorts are assigned they are entitled to travel and transportation allowances as specified in paragraph U7601 of reference (c) and paragraph C6003 of reference (d) incurred in fulfillment of this duty and must have valid travel orders. Travel expenses of an escort for a deceased civilian employee or his or her dependent are not authorized.

c. Transportation of next of kin to bedside of seriously ill or injured Navy members while serving on active duty. Refer to paragraph U5246 of reference (c) pertaining to definition of family members authorized travel and transportation allowances and documentation from attending physician. Closest relationships of family members, will normally be given priority, however, CHNAVPERS (Pers-621) will make final determination when necessary.

(1) Authorization to travel. The attending physician and the commander/head of the military facility exercising military control over the member must forward a written statement (letter, message or telegraph) to COMNAVPERSCOM (Pers-621) stating that presence of family members is necessary for the health and welfare of the member.

(2) Procedures. Upon receipt of the written statement that the presence of the next of kin is medically necessary, CHNAVPERS (Pers-612) will:

(a) Telephone the family to determine if they wish to travel to the bedside of member, and which family members will be traveling.

(b) Assist the next of kin in arranging travel to the bedside.

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(c) Assign a Casualty Assistance Calls Officer (CACO) to assist traveler in filing a travel voucher upon their return home.

(d) Issue a message travel order authorization with accounting data to the family members. An information copy will be provided to the servicing PERSUPDET or nearest NAVPTO.

(3) Transportation, Per Diem and reimbursable expenses.

(a) Refer to paragraph U5246 of reference (c).

(b) All international/transoceanic travel should be arranged through a NAVPTO as listed in chapter 1, appendix A of this manual to preclude financial hardships associated with limited reimbursement due to non-compliance with the provisions of reference (c). Government/Government-procured transportation will be used to the maximum extent practical in connection with transoceanic travel.

(c) Transportation to a location to process and obtain a passport/visa at government expense is not authorized, unless a stopover is authorized by the airline.

19. Emergency leave travel. Emergency leave travel for members and their dependents stationed inside/outside (CONUS/OCONUS). See chapter 102, paragraph V of reference (a), paragraph U7205 of reference (c) and articles 3020280 and 3020300 of reference (e) regarding the granting of emergency leave and emergency travel entitlements.

a. Responsibilities of the command authorizing emergency leave.

(1) Once the commanding officer determines that a personal emergency exists in accordance with emergency leave policy contained in reference (e), then the member and/or dependents are entitled to funded round-trip transportation when an entitlement as stated in paragraph U7205 of reference (c) exists. Additionally, transportation at government expense may be authorized for members incident to emergency leave, whose domicile is not outside CONUS, only on a space-required basis aboard AMC airlift service. This applies from CONUS to overseas.



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When a AMC passenger channel originates or terminates at a CONUS inland location, it is appropriate to use that location as the authorized aerial port of embarkation or debarkation. See chapter 3, paragraph 10 of this manual regarding dependent space available travel in conjunction with family emergencies.

(2) Issue appropriate emergency leave travel orders for the member's and/or dependent's travel, citing the complete appropriation data (chargeable to the appropriated funds which support the temporary duty (TDY)/temporary additional duty (TAD) travel of the unit to which the member is assigned), Tango or standard document number, as applicable, telephone number of NAVPTO/PCP to arrange return transportation and total cost of the transoceanic portion of travel. If government air is used, include the AMC customer identification code (CIC) and points between which AMC transportation is authorized. Dependents must be included on the member's emergency leave travel orders or they must be in possession of a travel order or letter of authorization authorizing emergency travel and citing the appropriate accounting data.

(3) Submit a passenger reservation request (PRR) to the servicing NAVPTO/PCP as listed in appendices A and C of chapter 1 following the procedures outlined in appendix A of chapter 3. The port call will provide government transportation if available or will certify the non-availability of government transportation and commercial transportation will be provided.

(4) Ensure that the appropriate transportation documents have been issued per chapter 3, paragraph 4f. Personnel on emergency leave overseas and returning to their duty station are either provided round-trip transportation or instructed to contact the appropriate overseas NAVPTO/PCP. See chapter 1, appendices A and C.

(5) Brief the member on the following personal responsibilities:

(a) If round-trip transportation was not provided, the member is responsible for obtaining a return reservation to the duty station. Immediately upon arrival at the leave destination, he or she must contact the appropriate destination

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NAVPTO or PCP and request a return reservation to the duty station. See paragraph 20b(3) below.

(b) If it is not possible to obtain a return reservation prior to the expiration of leave, the member should report to the Navy activity nearest the airlift terminal which has berthing and messing facilities to accommodate Navy personnel.

(c) The member is responsible for canceling reservations and requesting new reporting instructions if a leave extension is granted or if it is desired to terminate the emergency leave prior to the ordered expiration.

(d) The member should NOT report to an AMC terminal for return transportation without a port call issued by the appropriate NAVPTO/PCP.

(e) The member must have sufficient funds on hand to defray all expenses while on leave.

(f) Ensure that all personnel on emergency leave overseas and returning to their duty stations are either provided round-trip transportation or instructed to contact the appropriate overseas NAVPTO.

b. Arrangement of transportation

(1) NAVPTOs/PCPs, as listed in appendices A and C of chapter 1, will be contacted to determine the availability of space-required government transportation and to make transportation arrangements. AMC space required airlift should be used if it is reasonably available. Based upon the nature of the emergency and the uniqueness of the situation commercial transportation should be used if it is deemed to be the best method to satisfy the requirement. Transportation to CONUS will be provided on a one-way basis with return transportation arranged per subparagraph (3) below. The port call received from the NAVPTO/PCP will specify whether or not space required government transportation or commercial air will be utilized.

(2) If emergency leave related to travel is so time sensitive as to preclude or severely inhibit contact with or

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action by the NAVPTO/PCP, the reason will be so stated in the travel order and one-way commercial transportation authorized. A government charge card will be used if available, otherwise, a travel advance will be provided for the transportation cost. Refer to the DoD Financial Management Regulation (DoD 7000.14-R for government travel charge card policy and procedures. Foreign flag carriers will be used only if the U.S. flag carriers are unavailable as defined in paragraph U3125-C3 of reference (c) and the original orders so endorsed. When a member is required to pay for transportation, he or she will be advised that, if foreign flag carriers are used when U.S. flag carriers are available, no reimbursement is authorized. The order endorsement should also reflect this counseling.

(3) Emergency Leave Returnees. All military personnel and dependents on emergency leave or travel in CONUS and returning to the overseas duty station will be instructed to contact the following appropriate NAVPTO as early as possible to arrange return transportation or to obtain assistance. The NAVPTOs will accept ONE collect call from the traveler.

Transpacific Destinations

NAVPTO SAN DIEGO CA  
Telephone: DSN 526-5068  
Commercial: Area Code 619-556-5068

All Other Destinations

NAVPTO NORFOLK VA  
Telephone: DSN 564-2491  
Commercial: Area Code 757-444-2491

Personnel returning from emergency leave should be provided responsive transportation back to their unit. In this regard, when AMC airlift is not reasonably available, cost effective commercial transportation will be provided. NAVPTOS San Diego and Norfolk, VA have been designated as points of contact for personnel on emergency leave returning to transpacific and all other destinations respectively when the member is not going to be near a Navy base. The above telephone information should be inserted in the emergency leave orders. If a member on emergency leave, is going to be near a Navy base, he/she should proceed to

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the NAVPTO/PSD and arrange the return transportation. The member's command will be notified of the routing provided and cost to ensure proper settlement of the travel claim. Those personnel assigned to areas served only by commercial air should have round-trip transportation provided by the overseas NAVPTO.

## 20. Passports and Visas

### a. General

(1) Detailed policy, responsibilities and procedures for the acquisition of no-fee passports and visas and administration of the Passport and Passport Agent Services are contained in DOD Directive 1000.21 of 9 Jul 92 (NOTAL) and DOD Regulation 1000.21-R of April 97 respectively. The Navy's Office of primary Responsibility (OPR) for managing the program Navywide, issuing implementing instructions and appointing Navy passport agents is CHNAVPERS (Pers-331).

(2) A no-fee passport identifies the bearer as an official traveler. All DoD personnel (military and civilian) traveling overseas on official business to a country requiring such a passport and all command-sponsored dependents shall obtain the applicable no-fee passport unless exempt for security reasons. See paragraph c below. The no-fee passport may be used for personal travel while serving overseas if the foreign government(s) do not object. If an objection exists, a regular fee (tourist) passport must be obtained at personal expense.

(3) A visa is permission granted by the government of a country to an alien to enter that country and to remain for a specified period of time. A visa is usually in the form of an imprinted stamp affixed to one of the pages in the passport.

(4) A no-fee passport is issued to U.S. citizens traveling abroad on official business for the U.S. government, to their command-sponsored dependents, and to certain other categories of persons who are exempted by law from payment of the passport fee.

(5) Fee passport, also known as a tourist passport is issued to U.S. citizens who are traveling abroad for personal or unofficial travel. In certain specific cases the fee (tourist)

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passport can be obtained for Navy-sponsored travelers in order to enhance travel security.

b. Passport/visa processing

(1) Within the United States, applications for no-fee passport/visa should be executed before a Navy passport agent located at NAVPTOs and most PERSUPPDETs.

(2) Outside the United States, a U.S. diplomatic or consular officer may accept no-fee passport/visa applications. In isolated areas, or in cases where the location of a deployed unit would preclude the person from applying in person, the commanding officer may execute the no-fee passport/visa application as an "Acceptance Agent."

(3) Applicants should apply for a passport/visa in conjunction with official travel (PCS/TDY) as soon as travel to an overseas location requiring a passport/visa is known.

(4) Navy passport agents shall comply with the provisions of DOD Regulation 1000.21-R of April 97 and Department of State (DOS) Passport Agents Manual.

c. Use of the Regular Fee Passport (Tourist) to Enhance Travel Security. See reference (h) for details.

(1) DoD personnel and their families traveling on official orders to and/or from high or potential physical threat countries by commercial air, are authorized, but not required, to obtain and use the regular fee passport for security reasons. Travelers exercising that option are responsible for obtaining the regular fee passport and all required visas. Reimbursement for passports and visas obtained under those conditions is authorized by paragraph U4525 of reference (c) and paragraph C4709 of reference (d).

(2) Blanket approval and reimbursement for the use of regular fee passports is NOT authorized. The passport policy for DOD personnel and their family members traveling on official orders to and from countries NOT on the threat lists listed in reference (h) remains unchanged.

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(3) DoD personnel and their family members traveling solely by military air or AMC charter air shall not be reimbursed for regular fee passports unless U.S. government transportation became available on short notice (after commercial travel arrangements had been made and passport purchased). Reimbursement for regular fee passports for personal travel is NOT authorized.

21. Endorsement of orders

a. The transportation officer or designated transportation agent will endorse the orders as applicable:

(1) The form of payment.

(2) Official origin and destination points.

(3) The actual transportation, car rental and lodging service provided to include cost.

(4) The class of accommodations issued; form of payment and supporting data if first-class air or business class was issued, see paragraph 5 of this chapter.

(5) If ships or aircraft of foreign registry will be utilized, ensure compliance with paragraph U3125-C6 of reference (c) and paragraph C2206 of reference (d).

(6) The certification as to the availability of government air and the reason code provided by the NAVPTO or PCP when international/transoceanic travel via commercial air is used.

(7) Any other explanations needed regarding travel services provided such as circuitous travel, use of alternate ports, etc.

b. Endorsements attached to original orders. When an airline computer reservation system produces the order endorsement/itinerary in accordance with specifications contained in Navy official travel services contracts, it shall be used in lieu of the written endorsement. The following procedure applies:

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(1) Stamp the original travel orders with the following statement: "Transportation furnished by (issuing office and location) as per attached endorsement."

(2) Attach the order endorsement/itinerary printout to the member's original orders. The printout must include as a minimum all information specified in paragraph 21a, and contain the statement "THIS IS AN OFFICIAL ENDORSEMENT, DO NOT REMOVE." The printout endorsement must be signed and dated by the TO or a designated TA which may be a travel services contractor employee.

22. Commercial flight insurance. All Navy-sponsored travelers will be afforded an opportunity to purchase commercial flight insurance prior to departure. This applies even though the traveler may be receiving free flight/travel insurance from the official travel services contractor or as a result of using a centrally billed charge account system (see paragraph 23). Each person who is scheduled to travel on a charter commercial air flight should be properly briefed concerning the availability of flight insurance and application forms should be readily available. CTOs are required to provide flight insurance service for all travelers and properly display the availability of this service. In conjunction with the CTOs, travelers and their commands should be reminded periodically that this service exists. In the case of charter group moves in the CONUS, the NAVPTOs should emphasize the provisions of reference (a).

23. Payment of passenger transportation bills

a. Purpose. This section prescribes the Navy system for the payment of all commercial passenger transportation bills. The procedures in this section are applicable to all Navy-sponsored travelers whose transportation is arranged and ticketed by a CTO under contract to Navy.

b. Policy. Central Billed Accounts (CBAs) of the government charge card contractor are the Navy's primary method of paying passenger transportation bills. The individual government charge card is used by individual travelers to charge the cost of commercial lodging, meals, and rental cars, but the card may be used to obtain official transportation only in emergencies and when a NAVPTO/CTO is not available. CBAs can only be obtained

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and used only by NAVPTO transportation officers. Exceptions must be approved by CNO (N413B).

c. Administration

(1) Obtaining CBA numbers. The CNO (N413B) will approve all requests and coordinate with the government charge card company for the issuance of all Navy CBA numbers. The government contracted charge card company is not authorized to issue an account number to any Navy activity without CNO (413B) approval.

(2) Managing Accounts. Total account management by all Navy activities is of paramount importance. All TOs are charged with the responsibility of ensuring accounts are maintained in a current condition and no accounts become delinquent. TO's will place emphasis on managing disputed charges, unbilled transactions, payment of charges and posting of payments. Tools for managing accounts include hard-copy bills and management reports furnished by the government charge card company.

(3) Basic Concept

(a) All authorized tickets issued are charged to an appropriate CBA and the data sent to a data base maintained by the Navy's official travel services contractor.

(b) Monthly bills are sent electronically from the government charge card contractor to the Navy official travel services contractor and a detailed hard copy bill is forwarded to the reconciling NAVPTO. Charges are matched against the ticketing data maintained in the data base.

(c) The CTO notifies the NAVPTO that the credit card vendor file is ready for reconciliation.

(d) The CTO contractor and TO reconcile the bill jointly through automation. Upon completion the TO verifies the bill for payment.

(e) Certifying the CBA Bill for Payment. The TO reviews the reports to ensure all transactions are complete and verifies the bill for payment by signing the certification portion of the Bill Payment Summary Report.



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(f) The reconciled bill is forwarded electronically to the DFAS operating location for payment. DFAS notifies the TO upon payment.

d. Billing Period. The billing period for CBA's is every 30 days.

e. Exceptions to CBA Procedures

(1) Travel funded by another Service. (Unless the Service has a CBA procedure that can be used.)

(2) Excess baggage.

(3) Human remains. See appendix O, paragraph F of reference(a).

(4) Bus. (Only when CBA procedures cannot be used.)

f. Unused Tickets. Unused tickets will be turned into the destination NAVPTO/PERSUPPDET if the official travel services contractor at destination (location where unused ticket is turned-in) is the same as at origin (location where the ticket was issued). Otherwise, the unused ticket must be returned to the originating NAVPTO that provided the transportation. If the destination NAVPTO processes the unused ticket the original NAVPTO must be notified. The unused tickets, accompanied by a ticket listing, will be given to the contractor who will receipt for the tickets. The unused ticket credit information will be entered into the Accounting Information Management System (AIMS) by the contractor and the credit will be taken whether or not it appears on the next bill from the government charge card contractor. This procedure eliminates the need for preparing an SF 1170 for these unused ticket(s).

g. Advance Credits. Ensure all credits due the Navy are entered into the data base as they are received. Then follow the established reconciliation procedures. These credits will be taken regardless of whether they appear on the charge card company bill.

(1) Prompt Payment of Passenger Transportation Bills

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(a) NAVPTO's are required to reconcile CBA bills within 3 working days of receipt to ensure they are paid promptly and accounts do not become delinquent.

(b) Bill Acceptance Period. There is a 7-day bill acceptance period allowed under the Prompt Payment Act. If during the 7-day acceptance period a billing tape/diskette is found to be defective it will be returned immediately to the General Services Administration (GSA) credit card contractor with a written explanation of the problem. This action automatically stops the 30-day clock until a new/replacement tape is received.

#### 24. Lost airline ticket

a. The procedures outlined in chapter 102, paragraph R of reference (a) are supplemented by the following Navy policy and specific procedures applicable to the CBA form of payment.

b. The loss of airline tickets which were provided to travelers by the CTO must be immediately reported by the traveler to the NAVPTO/PERSUPPDET which issued the airline ticket, and the airline carrier on which the traveler was ticketed. This reporting may be provided via telephone, fax, e-mail, etc. The traveler will be required to obtain a Lost Ticket Refund Application (LTRA) form from the airlines/CTO and properly complete it, submitting the original to the airlines/CTO. A complete report with a copy of the LTRA must then be forwarded to the NAVPTO/PERSUPPDET which originally issued the airline ticket. If submitted to a PERSUPPDET, the PERSUPPDET must forward the correspondence to their servicing NAVPTO. The report will include the circumstances under which the loss occurred and name and address of the activity to be notified once the refund has been received from the airlines. The NAVPTO will file the copy of the LTRA to match with the credit which will be provided through the CBA bill from the government's charge card company. Once the credit is identified with an LTRA, the NAVPTO will issue and forward a DD 139 to the appropriate disbursing activity to reimburse the traveler.

c. When a traveler loses an airline ticket the traveler may not be reimbursed for the cost of a replacement ticket procured by the government or at personal expense until the government

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receives a refund from the airlines on the lost ticket. (The airline processing time for refund of lost tickets is approximately six months). Once the airline refund notification is received, the traveler will be reimbursed for the actual cost of the replacement ticket not to exceed the amount refunded by the airline on the lost ticket. A traveler on official government business may be held liable for any expenditure by the government caused through personal negligence. A duplicate ticket may be issued to the traveler as stated below.

(1) Military member. When a military member loses an airline ticket and does not have sufficient funds to purchase a duplicate ticket, duplicate, duplicate government procured transportation may be provided subject to checkage of the member's pay account utilizing the DD 139. The duplicate ticket should be issued for the lowest cost fare available considering all government contract/discount fares. The member's pay account will be credited when the refund notification for the lost ticket has been received from the airline. See above.

(2) Civilian employees. When a civilian employee loses an airline ticket and does not have sufficient funds to purchase a duplicate ticket, duplicate government procured transportation may be provided subject to a deduction from payment due upon settlement of the member's travel claim. The duplicate airline ticket should be issued for the lowest cost fare available considering government contract/discount fares. In this case, the traveler's original order orders will be endorsed with the following statement: "Duplicate government ticket issued (include ticket number, cost, routing and class of service) with the understanding that the amount indicated will be deducted upon settlement of the travel claim."

(3) The above procedures are not applicable for travelers issued electronic-tickets (e-tickets) since paper tickets are not involved.

25. Security of remote ticketing equipment and related travel documents. Commanding Officers (or equivalent) of activities where remote ticketing sites are located are responsible for the proper custody, security, operation and use of all remote ticketing equipment and airline ticket stock (to include issued tickets and ticket coupons) located within their network.

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a. Remote ticketing equipment when unattended, will be secured in a locked room, steel cabinet or closet.

b. When tickets and related documents are not being used, the airline ticket stock, validating stamp, issued tickets and ticket copies will be secured in a safe, a locked steel cabinet, locked room or a locked closet. The ticket stock appendant to a teletype receiver/ticket printer may be considered secured if the receiver/printer is located either in a room that can be locked when unattended or a steel cabinet which can be locked.

c. Audit requirements. The official travel services contractor, in coordination with the NAVPTO TO, is responsible for conducting a security audit each fiscal year of all locations having electronic ticketing/printing equipment for the purpose of ensuring proper security and use of equipment and control over related documentation. The report of audit will be submitted to the TO for review. Violations should be reported to the commanding officer of the site activity and the appropriate Contracting Officer Representative. Failure to immediately correct deficiencies will result in removal of the equipment from the site. The audit should place emphasis on the following:

(1) All blank ticket stock, issued tickets and ticket copies are properly controlled, issued in numerical sequence and accounted for by serial number.

(2) Adequate security measures have been implemented to properly secure and safeguard blank ticket stock, issued tickets and validating stamps, both when in use and when not in use.

(3) All electronic ticketing equipment is properly secured when unattended.

(4) All published remote ticketing procedures are being complied with.

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CHAPTER 3AIR MOVEMENT

1. General. All air transportation, domestic and international/transoceanic, will be arranged by a NAVPTO/PCP/CTO. Only NAVPTOs and PCPs are authorized to deal with AMC and MTMC in arranging travel by air. See chapter 103 of reference (a) regarding additional information on official travelers.

2. Domestic Commercial Air Movement

a. Government contract air fares shall be used unless a valid exception exists. See paragraph 2 of chapter 2.

b. Commercial air will not be booked as a back-up for government air. See paragraph 4c(1) of chapter 2.

3. Transoceanic/International Transportation

a. Use of Government Air. Government air is the primary method of movement of Navy PCS travelers and shall be used for TDY travel when it is available and meets mission requirements. See chapter 2, paragraph 4. When arranging transoceanic/international travel government air will be given first consideration. When government transportation either is not available or will not meet mission requirements, the lowest cost commercial service which satisfies mission requirements, as arranged by the NAVPTO, will be used. See chapter 103, paragraph A of reference (a).

b. Use of Commercial Air

(1) Order-writing authorities shall not direct the use of commercial air in travel orders involving transoceanic or international travel. NAVPTOs and PCPs are authorized to arrange transportation via a commercial carrier if necessary to meet mission requirements.

(2) Endorsement of orders. When commercial air is used by the NAVPTO/PCP in connection with international/transoceanic travel, the orders will be endorsed to reflect "NO GOVERNMENT AIR

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AVAILABLE." The appropriate reason government air was considered not available will be inserted as appropriate. See codes listed in appendix J of reference (a).

c. Issuance of Port Calls. Port calls will be issued only by NAVPTOs or designated PCPs as listed in appendices A and C of chapter 1. These direct port call activities have been authorized to arrange international or transoceanic transportation for Navy-sponsored travelers and determine the availability of government air transportation. Samples of port calls by message and as part of the automated itinerary/order endorsement are attached as appendix B of this chapter.

d. Use of transportation in connection with travel security. When travel is to or through a DoD designated high physical threat or potential physical threat country, Navy personnel and their dependents shall travel by government air or AMC Category B airlift to maximum extent possible. When government air or AMC airlift Category B is not available, NAVPTO's are authorized to arrange transportation via commercial air (U.S. and foreign flag carriers) to avoid high physical threat or potential physical threat countries and high risk airports. The list of high physical/potential physical threat countries and high risk airports approved by the Principal Deputy Assistant Secretary of Defense (International Security Affairs) is contained in reference (h). When travel via a foreign flag carrier is necessary for security reasons the travel orders must be fully endorsed. See subparagraph 3(3)(a). The requirements of paragraph U3125-C of reference (c) and paragraph C2204-2 of reference (d) to use U.S. air carriers were available must be adhered to strictly. Travelers authorized to use foreign flag air carriers to avoid specific airports/routings must disembark at the nearest interchange from the port of origin and continue their journey on an available U.S. air carrier. See chapter 2, paragraph 20c of this manual regarding passport and visa requirements to enhance travel security.

e. Use of U.S. Flag Carriers

(1) Availability of U. S. Flag Carriers. When transportation must be arranged via a commercial air carrier, U.S. flag carriers (carriers holding certificates under Section 401 of the Federal Aviation Act of 1958) will be used for all Navy-sponsored

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passenger transportation if available. Availability will be determined by the servicing NAVPTO or PCP in strict compliance with the criteria set forth in paragraph U3125-C of reference (c), or paragraph C2204 of reference (d), as appropriate.

(2) Use of a U.S. flag carrier engaged in a Code-Share arrangement with a Foreign Flag Carrier is addressed in reference (a), chapter 103, paragraph E3.

(3) Endorsement when a U.S. flag carrier is unavailable. When a foreign flag carrier is authorized for use by a NAVPTO/PCP, an endorsement will be made on the travel order/port call stating the specific reason as cited in paragraph U3125-C of reference (c), or paragraph C2204 of reference (d), respectively, that a U.S. flag carrier was considered "unavailable."

(a) Use of a foreign flag carrier in connection with travel security. See paragraph 3d. NAVPTO's are authorized to arrange transportation via foreign flag air carriers to avoid high physical threat or potential physical threat countries and high-risk airports. When a foreign flag carrier is provided for security reasons, orders will be endorsed as follows:

"GOVERNMENT AIR/AMC AIRLIFT NOT AVAILABLE. FOREIGN FLAG PROVIDED TO AVOID (HIGH PHYSICAL THREAT) (POTENTIAL PHYSICAL THREAT) AREA (SPECIFY) OR HIGH HIGH RISK AIRPORT (SPECIFY). OPNAVINST 4650.15 AND GAO DECISION 56, COMPT GEN 519, 511(1978) APPLY."

(4) Foreign Military Sales (FMS) travel. The requirement to use U.S. flag carriers applies to foreign air transportation paid for directly and in full by a foreign government, international agency, or other organization. However, if the host government directs a specific routing on host government air service, or a higher class of service, it may be purchased. Travel orders must be clearly annotated "FMS funded travel - foreign flag (or Businessman's Class) directed by the host government" prior to a NAVPTO providing the transportation services.

f. Uniform While Traveling

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(1) Navy military personnel traveling on DoD-owned or AMC-contracted aircraft are authorized to wear appropriate civilian clothing.

(2) When traveling in civilian clothing, Navy personnel must ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Navy. Conservative styles and fashions are preferred. Tank-tops or T-shirts, shorts, sandals and revealing, soiled or torn clothing are examples of inappropriate civilian attire. See the United States Navy Uniform Regulation (NAVPERS 15665i).

g. Onward Travel Advice (OTA). Overseas NAVPTOs are required to provide current information to CNO (N413B) regarding onward travel between appropriate international airport(s) and AMC terminal(s) and destination duty stations within their area of responsibility, then for distribution to all NAVPTOs/PCPs. This information will be included in port calls as appropriate to assist the traveler in reaching the final destination. Examples of onward travel advice are contained in the sample port calls attached in appendix B.

h. Alternate aerial port of embarkation (APOE)/aerial port of debarkation (APOD) option. This option applies only to the use of government air when an alternate APOE/APOD is provided to the traveler for personal convenience, the orders shall be appropriately endorsed as follows:

(1) Port call to alternate APOE (enter location) is for personal convenience. Reimbursement is limited to that authorized from the old permanent duty station (PERMDUSTA) (enter location) to the appropriate APOE (enter location).

(2) Port call to alternate APOD (enter location) is for personal convenience. Reimbursement is limited to that from the authorized APOD (enter location) to the new PERMDUSTA (enter location).

i. Travel from/to other than authorized location. This applies when using scheduled commercial air. If a traveler desires to travel from or to other than the commercial airport(s) serving the duty station(s), an airline ticket will be issued for



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the correct entitlement, i.e., between airports serving the duty stations, and the airline ticket may be exchanged at the CTO for an airline ticket over the desired route. Excess costs must be paid at personal expense. Any credits are refunded to the government. The airlines will not permit use of government contract fares between other than the duty stations.

4. Arranging transportation between CONUS and overseas areas and within and between overseas areas

a. PRRs will be submitted to the servicing NAVPTO/PCP. A PRR format is provided in appendix A of this chapter.

b. Briefing the traveler. It is the responsibility of the PERSUPDET, NAVPTO, or member's current/detaching command, as appropriate, to properly brief the traveler on the transportation provided and the traveler's responsibilities in the performance of the travel. Prior to detachment, each member shall be instructed that a port call issued by a NAVPTO constitutes a modification of orders.

c. Compliance with port call directions. A port call constitutes a valid modification of orders. As such, personnel shall report on the date and not later than the time specified in the port call. If the port call directs reporting PRIOR to expiration of authorized delay en route, the port call shall terminate the leave. If the port call directs reporting AFTER the expiration of authorized delay en route, the port call will result in additional delay en route. If the member has no objection to being charged additional leave, the member may remain on leave until time to report, as directed in the port call. If the member objects to being charged additional leave, he or she must report to the Navy activity nearest the APOE and the period between reporting and flight departure shall be charged as temporary duty awaiting transportation. Failure to report as directed by the port call or arriving late will be considered the same as "missing movement" and regarded as unauthorized absence; action will be taken accordingly. Appendix B of this chapter contains sample port calls.

d. Certification of suitability for overseas duty. Members and their dependents processing to an overseas location must be

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determined suitable for overseas duty per the Enlisted Transfer Manual (NAVPERS 15909F), and the Officer Transfer Manual (NAVPERS 15559). Overseas transportation arrangements will not be made without an order endorsement or letter from the member's current commanding officer certifying suitability for duty overseas. When dependent entry approval is required, the suitability certification will be reflected in item P of the entry approval request.

e. Passports and Visas. A no-fee passport and/or visas, if required, must be applied for promptly for members and their dependents, as appropriate, when processing to an overseas location. Refer to chapter 2.

f. Use of Navy/AMC Travelope. The Navy/AMC Travelope which corresponds to a commercial airline ticket envelope, consolidates all required transportation documents and provides port call information and other general instructions designed to assist the Navy traveler. In order to enhance travel security, the Navy/AMC Travelope will be used only in connection with passengers traveling overseas on government air (AMC Category B or M).

g. Notification to gaining commands in overseas locations of travel arrangements

(1) Notification requirement. NAVPTOs arranging international or transoceanic transportation in connection with PCS travel to an overseas station or a ship, afloat staff or mobile unit, shall ensure that the gaining command is advised of the travel arrangements by sending a travel advice message. This requirement is optional for other types of travel.

(2) Travel advice messages. Sample travel advice messages are provided in appendix C. When port calls are sent by message the gaining command may be included as an information addressee, thus precluding the need for a separate travel advice message. The travel advice message will be short and concise, and will contain no abbreviations that could be misinterpreted; for example, airport codes will not be used.

h. Gaining command review of travel advice messages. Gaining commands are required to examine travel advice messages received and advise all concerned of any circumstances that

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require a modification to the port call. In cases where an individual port call is incorrect, as reflected in the travel advice message, deployed units should request a modification from the issuing NAVPTO and also provide NAVPTO NORFOLK VA or NAVPTO SAN DIEGO CA with revised routing instructions, if appropriate.

i. Routing instructions for personnel ordered to deployed surface ships, afloat staffs, and mobile units.

(1) Ship Locator Service. To preclude each NAVPTO from having to maintain a ship locator system and to reduce the potential for incorrect routings, NAVPTO NORFOLK VA and NAVPTO SAN DIEGO CA have been assigned the responsibility to maintain a ship locator service for Atlantic Fleet (LANTFLT) and Pacific Fleet (PACFLT) units, respectively.

(2) Transfer to ships, afloat staffs, or mobile units. Except as authorized in paragraph U5120 of reference (c), personnel will not be moved routinely to the home port of a ship or the permanent duty station of a mobile unit. It must be definitely determined that the ship or unit will be in the home port on the member's reporting date.

j. Instructions for permanent change of station (PCS) - members

(1) Official delays enroute. When personnel have extended periods of temporary duty or other official delays en route, the PRR will be submitted when the member's availability date at the APOE can be definitely determined and the destination location firmly established.

(a) Availability date and destination established. At the time of transfer from the old PERMDUSTA, if the member's availability date can be firmly established, the port call will be arranged and all transportation documentation either completed or initiated by the NAVPTO/PERSUPPDET supporting the detaching activity. If the member has an extended period of temporary duty or delay en route and is proceeding to a ship, afloat staff, or mobile unit, the NAVPTO/PERSUPPDET supporting the temporary duty activity will confirm the destination APOD prior to the member's departure.

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(b) Availability date or destination not determined/no AMC airlift. At the time of transfer from the old PERMDUSTA, if the member's availability date or destination cannot be determined, or AMC has not procured airlift for the travel period (usually a time in excess of 90 days prior to the month in which travel will commence), the NAVPTO/PERSUPPDET supporting the temporary duty activity will be requested to arrange the overseas transportation. This will be a written request in the form of an endorsement or attachment to the member's orders fully explaining the reason for the request. All possible transportation and passport documents will be completed prior to detachment from the old PERMDUSTA, for example, PRRs, requests for birth evidence, and passport applications, if required.

(c) Action at temporary duty locations. The receiving TEMDU PERSUPPDET must ascertain whether or not the member has been issued a port call by the NAVPTO at the last permanent duty station or TEMDU station upon reporting. The following then applies:

1. If a member has been issued a port call and it becomes necessary to either change or cancel the port call, the NAVPTO which issued the port call must be advised in advance that it has become necessary to either change or cancel the port call.

2. If the member has not been issued a port call, the receiving TEMDU PERSUPPDET should submit a PRR to its servicing NAVPTO, listing the transportation and passport documents in the individual record which were obtained at the old PERMDUSTA.

k. Instructions for PCS - member accompanied by dependent or dependents traveling alone.

(1) Determination of entitlement to dependent transportation. The member must be entitled to transportation of dependents to the overseas area at government expense and be eligible in all respects per reference (c). Dependent travel to a duty station outside the CONUS is not authorized in the case of a member whose expiration of active obligated service (EAOS) date

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is less than the prescribed overseas tour with dependents. Obtainment of required obligated service through actual reenlistment and/or signed extension of enlistment is required. A service record page 13 entry is not acceptable evidence of reenlistment or reenlistment intentions for transportation purposes. If additional obligated service is required, it must be obtained prior to requesting overseas transportation for dependents from a NAVPTO.

(2) Dependent entry approval. When required, dependent entry approval must be requested from the appropriate overseas commander. In those areas not requiring dependent entry approval, such approval allows dependents to travel to the overseas duty station at government expense and constitutes command sponsorship.

(3) Denied entry approval in connection with an accompanied tour of duty. When entry approval is denied for a period of 20 weeks or more in conjunction with an accompanied tour of duty, upon the member's request transportation for dependents may be arranged to a designated place in CONUS without jeopardizing further entitlement to transportation to the member's overseas duty station. See paragraph U5222-D of reference (c).

(4) Application for transportation of dependents. The member must complete a DD 884, Application for Transportation of Dependents.

(5) Confirmation of dependents' travel arrangements. PERSSUPDETs/Units that are geographically separated from the NAVPTO should submit the PRR as soon as travel requirements are known so that reservations may be made. Supporting documentation may follow by mail or facsimile. Port calls will not be issued until required documentation is received. Upon receipt of the PRR, and a signed original DD 884, copies of the PCS orders, and a copy of the overseas area commander's entry approval of dependents, if required, and overseas screening, if required, and after dependents' passports have been issued by the Department of States, the NAVPTO will confirm travel arrangements by issuing a port call. Names and social security numbers of the dependents will be listed on the port call. Dependents' travel arrangements

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must be confirmed before travel may begin. Dependents should not, under any circumstances, proceed to the APOE for transportation until all required documentation has been issued, that is, port call, no-fee passport(s), as required and transportation documents (airline tickets, travelope with copies of orders and port call).

1. Dependents traveling without sponsor. When dependents are traveling subsequent to or separately from their sponsor to an overseas location, the following procedures will be used.

(1) Forwarding of documentation to the NAVPTO. The PERSUPPDET will ensure that the entry approval (if applicable), a properly completed DD 884, a copy of the member's orders, and a DD 1056, Authorization to Apply for a "No Fee" Passport and/or Request for Visa (when required) are forwarded to the NAVPTO. Whenever possible, this should be done in conjunction with the submission of the PRR for the sponsoring member.

(2) Travel case file. Prior to the member's detachment the NAVPTO which issues the sponsoring member's port call will ensure that a complete travel case file is developed for all dependents who will be traveling separately from the member. The file must include the member's orders, a copy of the dependent entry denial, if appropriate, DD 884 and all documentation required for obtaining passports, when appropriate. When required, the no-fee passports for dependents will be obtained as soon as possible and held in the dependent's file. In cases involving transportation from CONUS to overseas, passports will not be given to dependents prior to entry approval being granted.

(3) Advice to sponsoring member. The sponsoring member will be advised prior to detachment that dependent entry approval, when granted, and a PRR should be submitted by his or her overseas supporting PERSUPPDET to the NAVPTO that is retaining the dependents' file, since that NAVPTO will arrange for dependents' subsequent travel. This information should also be included as an endorsement on the member's travel orders. A reliable address and telephone number of the dependents will be retained in the file.

(4) Arranging transportation. Upon receipt of dependent entry approval and a PRR from the sponsor's overseas supporting

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PERSUPPDET, the NAVPTO holding the dependents' travel file will arrange transportation, issue a port call and provide no-fee passports to dependents. Names of the dependents will be listed on the port call. If dependents have moved to a designated place, the port call, passports and transportation documents will be mailed to that location. Transportation documents and passports should not be provided separately unless absolutely necessary.

(5) Member obtains entitlement for dependent overseas travel subsequent to travel. If a member obtains an entitlement to travel of dependents to the overseas location after reporting to the overseas duty station, the overseas supporting PERSUPPDET should forward all required documentation (PRR, DD 884, copies of PCS orders, dependent entry approval, and DD 1056 (Authorization to Apply for "No Fee" Passport and/or Request for Visa) (if required) and other pertinent documents) to the NAVPTO nearest the location of the dependents.

m. Restrictions for pregnant women, infants, and young children

(1) Aboard AMC aircraft. Refer to reference (f).

(2) Aboard commercial aircraft. Women in the first 8 months of pregnancy will be accepted for commercial air transportation. Women in the ninth month of pregnancy must present an obstetrician's certificate in triplicate dated within 72 hours (preferably 24 hours) of departure time stating that the woman has been examined and found physically fit for air travel from (place) to (place) on (date) and that the tentative date of the child's birth is (date). Questionable cases will be referred to a medical examiner for decision. Infants under 10 days of age are not accepted for air transportation. Individual airlines should be contacted regarding their policy on the movement of unaccompanied young children.

n. Instructions for temporary additional duty travel (TAD/TDY/TEMADD). As soon as the itinerary of temporary duty Navy-sponsored travelers is known, commands where the travelers are originating are required immediately to:

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(1) Submit the transportation requirements, i.e., travel orders or PRR (see appendix A) to the supporting PERSUPPDET or NAVPTO for arrangement of transportation.

(2) Prepare DD 1056 when required and ensure that the traveler applies promptly for a no-fee passport and/or visa from the supporting PERSUPPDET/NAVPTO.

o. Travel at no expense to the government. PRRs shall not be submitted for travel via AMC for personnel traveling on "authorizations" (permissive orders) which are to be executed at no cost to the government. Under certain restricted circumstances, these travelers may be eligible for AMC space available or be allowed to purchase AMC space required seats at personal expense. See paragraph 10 of this chapter and article 1810280 of reference (e), for current eligibility restrictions and related policy.

p. Travel chargeable to a member's pay account. Before arranging transportation subject to checkage of a member's pay account, transportation personnel should verify that the member was not traveling on prior orders. If prior orders are involved, the cost of transportation is charged against the fund cite on the orders and not to the member's pay account. See paragraph U7400 of reference (c) and articles 3430300 and 3430200 of reference (e).

#### (1) Deserters/Absentees

(a) PRRs shall be submitted to the servicing NAVPTO to ensure proper routing to the appropriate destination and compliance with border clearance requirements, when appropriate. PRRs shall clearly indicate that the member is traveling either in a disciplinary status under technical arrest orders (TAOs) or failed to report in compliance with funded (PCS/TEM DU/TEMADD) orders.

(b) When travel is under TAOs, it will be on a checkage basis through the preparation and distribution of DD 139, Pay Adjustment Authorization. Government air (Category B or M) at the non-DOD rate tariff will be used if available. If government air is not available, use economy class commercial



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air. The use of government discount fares, i.e., YMZ, YCA, is not authorized in connection with TAOs.

(2) Members on leave with insufficient funds

(a) A military member without sufficient funds to pay for transportation may be provided transportation subject to checkage. A PRR should be submitted to the servicing NAVPTO to ensure proper routing to the appropriate destination and compliance with border clearance requirements, when appropriate. The PRR shall clearly indicate that the member is without sufficient funds and traveling subject to pay checkage.

(b) If the member desires to be routed via government air, AMC Category B or M service at the non-DoD rate tariff will be provided. In this regard, AMC space available travel should be considered. When commercial air is arranged, the lowest appropriate fare should be obtained. While this type passenger is not eligible for YMZ or YCA fares, furlough fares, if airline tariff will permit, or any other applicable discount fares offered to the general public may be used.

q. Pet shipment procedures

(1) General policy. Refer to chapter 103, paragraph J2b(9) of reference (a). AMC provides for the shipment of up to two dogs or cats as part of the normal service to DoD-sponsored passengers on AMC Category B channels. Waivers are required to transport more than two dogs and cats. See subparagraph (4) below. The shipment of pets is at the owner's expense as there are no provisions for the government to pay costs associated with pet shipment. Detailed information on the shipment of pets is available from the supporting NAVPTO.

(2) Criteria for the use of AMC airlift service to ship pets.

(a) Pets are booked in the cargo area first. Once the cargo area is filled, a maximum of three pets are allowed in the passenger cabin with prior approval from HQ AMC (DONAR). All pets traveling in the passenger cabin will be in kennels not exceeding 20"L x 16"W x 8"H to allow comfortable stowage under

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the seat in front of the passenger. Pets are not permitted outside the kennel within the passenger cabin. TOs will submit a request to HQ AMC (DONAR) via fax (DSN: 576-2807) or E-mail (donr@hqamc.safb.af.mil) to transport pet in the passenger cabin. HQ AMC (DONAR) will advise of the approval/disapproval of the request for movement of a pet in the passenger cabin. The approved pet allocation for movement of the pet in the passenger cabin will not be shown in the reservation system. The TO must provide the pet owner with a copy of the approval. If extra space is available in the cargo area at the time of the Category B flight, the carrier representative has authority to move some or all of the passenger cabin pets into the cargo area.

(b) Passengers will provide their own shipping containers which have been approved by the International Air Transport Association.

(c) The passenger is responsible for complying with required host country documentation, immunization, and border clearance requirements for the pet.

(d) A DD 2208, Rabies Vaccination Certificate (or civilian equivalent), must be presented as proof of ownership.

(e) AMC Pamphlet 24-104 dated 16 September 1996 provides traveler responsibilities regarding the shipment of pets. This pamphlet may be reproduced locally.

(3) Procedures for processing pet reservations. The following procedures apply to AMC Category B service:

(a) After reviewing the documentation in the preceding paragraph, the transportation officer will submit a PRR to AMC showing the number of pets, type and weight. Due to the limited number of pet spaces available, a travel performance period of 14 days must be provided.

(b) The AMC PRC will make the pet reservation and provide a computer-generated confirmation. The passenger list that AMC provides the carrier will identify passengers with confirmed pet reservations.

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(c) Once the transportation officer has received a confirmation of the PRR, the passenger will be briefed on all pertinent flight information and pet care instructions. The transportation officer should emphasize that the pet shipment fee is the responsibility of the passenger and should be paid directly to the commercial air carrier or AMC (Category B) at the time of check-in.

1. Pet shipment rate is based on the non-U.S. Government passenger rate tariff and the pet rate table specified in AFR 76-28 (NOTAL). Pets and their containers with a combined weight up to 70 lbs will be charged as one piece, 71 lbs to 99 lbs will be charged as two pieces. These rates will apply regardless of the number of pets in the container.

2. Travel documents will reflect "PET PRE-LODGED WITH CARRIER" in the remarks section (NAVPTO responsibility).

(d) The not-later-than show time for passengers with pets is 2 hours prior to scheduled departure. However, passengers shipping pets to the United Kingdom should allow themselves an additional hour (at least 3 hours prior to departure) because of the United Kingdom requirement that pets be shipped as cargo.

(4) Only the number of dogs/cats to be shipped is waivable. Request for waivers will be submitted to Headquarters, AMC via Email - scottprc@hqamc.scott.af.mil, fax - com1 618-256/DSN 576-2807/8600 or message - HQ AMC SCOTT AFB IL//DONR//annotated FOR OFFICIAL USE ONLY by the servicing NAVPTO responsible for making the passenger reservation not later than 30-days prior to travel containing the following information:

(a) Name and SSN of traveler.

(b) Flight information, i.e., mission number, travel date, APOE and APOD.

(c) type of pet (cat/dog).

(d) Total number of pets traveling with passenger.

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(e) Weight of each pet, including cage.

(f) Size and type of cage for in cabin requests.

(5) Seeing eye dogs and military working dogs.

(a) Seeing eye dogs. Refer to chapter 103, paragraph F2 of reference (a).

(b) Military working dogs (MWD). Refer to chapter 103, paragraph F2 of reference (a). The primary mode of transportation should be on military aircraft, i.e., Category M. When the dog handler is accompanied by family members they will be moved via commercial air.

1. Category B airlift will be used as a last resort so as not to displace limited pet spaces. If category B airlift must be utilized, approval is required from HQ AMC/DONR. MWD handlers are required to escort and attend MWD movement via AMC aircraft.

2. When shipping MWDs via military aircraft (Category M) submit request for the dog handler and MWD to the PRC, who in turn will make the necessary space block on a military aircraft. The handler should report with the MWD to the air freight terminal at the AMC aerial port with the required documentation, i.e., Transportation Control and Movement Document (TCMD), no later than 3 hours prior to flight departure.

3. The MWD will be manifested as cargo and the handler should report with the MWD to the air freight terminal at the AMC aerial port with the required documentation, i.e., Transportation Control and Movement Document (TCMD), no later than 3 hours prior to flight departure.

#### 5. Travel of Department of Defense Dependent Schools (DODDS) Employees

a. Renewal agreement travel for DODDS employees. The individual Services are responsible for arranging transportation for all new DODDS employees. However, Headquarters, MTMC is normally responsible for arranging port calls for travel back to overseas locations for DODDS personnel on renewal agreement

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travel. However, this does not preclude the overseas NAVPTO/PCP from providing round-trip transportation when applicable. The following procedures apply.

(1) As soon as the return travel date is established, the teacher will forward by mail two copies of travel orders and any amendments to the Commander, Military Traffic Management Command, Attention OP-T-C-P, 5611 Columbia Pike, Falls Church, VA 22041-5050, with a cover letter marked FOUO containing the following information:

(2) Availability date (a 7-day request window is necessary).

(3) Report date to duty station.

(4) Number of travelers.

(5) CONUS contact address and telephone number.

(6) Sponsor's social security number.

(7) If any family member will be traveling on a different schedule, furnish information as indicated in subparagraphs (2) through (5).

b. If port call assistance is necessary, call MTMC, DSN 761-6180 or commercial collect station-to-station 703-681-6180 between 0800 and 1615 Monday through Friday. Collect calls from outside CONUS will not be accepted.

c. Prior to departure from the overseas area, orders should authorize TDY, permissive TDY, and delays en route. If the employee requests a delay en route overseas, he or she must pay additional costs through a cash collection voucher and must have the orders amended prior to departing the overseas duty station.

d. The overseas NAVPTO/PERSUPPDET should arrange transportation to the final destination, e.g., AMC to the appropriate CONUS APOD and onward commercial transportation to the authorized destination.

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e. Employees visiting areas that are not in close proximity to a military installation should be encouraged to procure open travel documents for their return trip.

6. Use of Chartered Air Taxi Service, and Rented, Aero Club and Fly-it-Yourself aircraft

a. Chartered Air Taxi Service. See chapter 103, paragraph C4 of reference (a).

(1) Hiring restrictions. Hiring of an aircraft under this section for single flights between two or more points may be accomplished only if arrangements are made by an authorized transportation officer.

(2) Actions prior to authorization/approval. Before authorizing the procurement of chartered air taxi service or approving any reimbursement in conjunction with the use of this service, the commanding officer or other authority delegated responsibility for authorizing or approving travel must determine that this method of travel is essential to the accomplishment of the mission or is the most cost-effective method of satisfying the movement requirement. The cost-effective determination must be certified by the servicing NAVPTO transportation officer in the form of an order endorsement.

(3) Once authorized by the commanding officer or other delegated authority, TOs may arrange for air taxi service by contacting a DoD-approved air carrier. Air carriers are approved for DoD by the DoD Survey and Analysis Office and the list of approved carriers is distributed by MTMC. Current lists may be obtained from CNO (N413B).

(4) Report of Service provided. Refer to chapter 103, paragraph C4 of reference (a). TOs will ensure a report of service is forwarded to MTMC using a DD 1341.

b. Aero Club Aircraft

(1) Aero club aircraft owned or government-loaned aircraft may be authorized or approved in connection with official travel, only when determined to be more advantageous to the government and so stated in the travel orders. Travel via

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aero club-owned and/or government-loaned aircraft constitutes travel in a government conveyance.

(2) See paragraph U3210 of reference (c) and paragraph C2053 of reference (d) for entitlement application. Reimbursement is limited in accordance with those references.

(3) Orders authorizing or approving the use of aero club-owned or Government-loaned aircraft will contain the statement "TRAVEL BY AERO CLUB AIRCRAFT IS AUTHORIZED/APPROVED AT THE REQUEST OF THE INDIVIDUAL TRAVELER FOR HIS/HER CONVENIENCE AND HAS BEEN DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT."

c. Fly-It Yourself Rental

(1) General policy. Navy TOs shall determine, in conjunction with the order issuing authority, that travel by this mode is essential to accomplishment of the mission (reason for mission essentially must be specifically stated) or is the most cost-effective method of satisfying the movement requirement. This determination will be made prior to the writing of the orders, will be included in the orders, and the orders will be so endorsed by the transportation officer or a designated representative. After such endorsement, the traveler may make final arrangements for the aircraft rental.

(2) Payment. The traveler pays all charges and is reimbursed as appropriate. Expenses of \$75.00 or more must be supported by receipts.

7. Traveler Assistance at Aerial Ports of Embarkation

a. AMC Customer Service Branch (CSB). CSBs are located at primary commercial CONUS gateways for the purpose of providing assistance to DoD-sponsored travelers transiting the air terminal. See appendix D of this chapter.

(1) CSB responsibility includes:

(a) Assist all DoD-sponsored travelers stranded at commercial gateways with onward transportation and, if required, arrange overnight accommodations, reservations and information.

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(b) Provide referral services to appropriate agencies for those passengers requiring assistance in resolving problems beyond the control of the CSB (privately-owned vehicle pickup or delivery, medical, financial, or other administrative or personnel assistance).

(c) Provide government, government procured and cost charge transportation required for the onward movement of passengers.

b. Navy air terminals servicing AMC Category B missions. Similar travel assistance is provided at these locations.

8. Special Assignment Airlift Missions (SAAMs) for passengers

a. See reference Chapter 103, appendix C of reference (a) and reference (i) on detailed instructions and procedures for requesting and obtaining SAAMs.

b. Validators (see appendix K of reference (a)) act as the focal point for SAAM request for the user. Requirements are forwarded from the user through the validator, who will approve or deny the request. If approved, request will be forwarded to AMC for processing. Disapproved requests will be returned to the user addressing rationale and alternate options for movement of personnel.

c. All requirements for passenger SAAMs originating or terminating within the CONUS or Hawaii/Alaska will be submitted to CNO (N413B) for validation. All requirements for cargo or cargo and passenger combination SAAMs that originate or terminate within CONUS or Hawaii/Alaska will be submitted to NAVTRANSSUPCEN (Code 03) for validation with information copy to CNO (N413B). Requirements for combination passenger and cargo SAAMs originating or terminating within CONUS or Hawaii/Alaska (including unit moves) will be submitted to CNO (N413B) for validation with information copy to NAVTRANSSUPPCEN (CODE 3).

d. The priorities assigned to SAAMs are extracted from JCS Publication 15 (NOTAL) and are provided in appendix B of reference (a). It is CNO's (N413B) responsibility of to validate the SAAM request and assign the priority assigned by the



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requesting command. Normally, the priority of 3A2 should be assigned to all SAAMS except training deployments which are assigned the priority of 4A1. All higher priorities are reserved for mobilization and JCS exercises.

e. Because of their expense, SAAMS should not be requested until all other means of transportation and routing options, such as Navy organic, AMC channel or commercial airlift, have been exhausted. Additionally, before submitting a SAAM request, the requester must ensure that funding has been authorized. There are four types of SAAMS.

(1) PCS SAAM. This type of SAAM may be used in the deployment of personnel and their dependents assigned to ship/mobile unit that is changing homeport. There may also be occasions when SAAMS may be effectively used to move large groups of PCS personnel when AMC channel airlift service will not satisfy requirements.

(2) Emergency SAAM. This type of SAAM is normally requested within 72 hours of operations which support bona fide humanitarian requirements or lifesaving missions and can only be requested by an officer with the rank of O-6 and above.

(3) Rapid Reaction SAAM. This type of SAAM is a critically-needed SAAM requested within 72 hours of operation that does not meet emergency SAAM criteria but is necessary to support a JCS alert, an execution requirement, or an operational necessity requiring extraordinary response.

(4) Short notice SAAM. This type of SAAM is one requested 4 to 10 days before the required day of operation.

9. Forecasting passenger space requirements for Air Mobility Command (AMC) Channels

a. See chapter 103, paragraph K of reference (a).

b. Forecast of the number of passengers to move via AMC airlift is necessary for the purpose of accurate budgeting and scheduling. In order to ensure the availability of the appropriate number of military aircraft and to obtain funding for

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commercial contract space, total DoD passenger airlift requirements must be consolidated and assessed.

c. CNO (N413B) is responsible for reporting overseas passenger airlift requirements for the Navy. This involves collecting Navy-sponsored passenger airlift requirements, reviewing them, particularly with regards to cost, and per reference (a), providing a consolidated submission to AMC Headquarters.

d. Responsible commands, listed in appendix E of this chapter, will designate reporting activities and ensure that airlift space forecasts for channel movement of Navy-sponsored passengers from and within their geographical area of responsibility are properly submitted to CNO (N413B). Responsible commands/activities must consider any area condition, situation, or programmed event which would impact on normal routing patterns and passenger requirements.

e. Format and frequency for forecasting passenger requirements are specified in appendix M of reference (a). The fiscal year forecasts of passenger space requirements should be submitted by channel for each quarter of the FY, not by category of passenger. The FY requirements for a channel will be obtained by the requirement of an average month for each quarter of the FY.

10. Space available travel on DoD-Owned or-Controlled Aircraft

a. Chapter 6 of reference (f) addresses policy, procedures, eligibility, categories of travel and priority of passenger movement pertaining to space available travel.

b. Individuals Pending Separation for Cause (Appellate Leave). Navy personnel in a leave status pending separation for cause (appellate leave) are not eligible for space available travel. Navy personnel on appellate leave have identification cards over stamped "APPELLATE LEAVE" and the leave category described in the member's leave authorization. See article 3420280 of reference (d).

c. Space available travel for dependents in conjunction with a bona fide family emergency. Dependent space available travel

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in conjunction with family emergencies is addressed in chapter 6 of reference (f). This instruction authorizes the use of AMC, Category ONE, space available travel between CONUS and overseas areas and within and between overseas areas in conjunction with a bona fide family emergency connected with the serious illness, death, or impending death of a member of their immediate family when no emergency leave entitlement exists. The term "immediate family" for this purpose includes the dependent's or spouse's father, mother, person standing loco parentis, spouse, children, brother, sister, or only living relative. This definition allows dependents to travel for a bona fide emergency on either side of the family. The option to use AMC space required travel on a cash reimbursable basis (payable from personal funds) is an authorized option. A sample of authorization for the dependents to travel AMC space available, Category ONE, is shown in appendix F of this chapter. The commanding officer may obtain AMC flight schedules and the general seat availability by contacting the servicing NAVPTO.

d. Sponsor Stationed Outside CONUS

(1) Command-sponsored Dependents. See paragraph 20 of chapter 2 regarding funded emergency travel from a location outside CONUS to the United States, Hawaii, Alaska, Puerto Rico, or possessions of the United States. This means of transportation should be used for this type of travel unless circumstances dictate otherwise.

(2) Individually-sponsored Dependents. Individually-sponsored dependents of active duty members of the military departments and the U.S. Coast Guard stationed outside CONUS are permitted AMC space available transportation, Category ONE, under the conditions specified in the preceding subparagraph, from an appropriate APOE overseas to CONUS, Alaska, or Hawaii only. The use of AMC space available or space required transportation to return individually sponsored dependents to an overseas area where the sponsor is stationed is not authorized.

e. Cash-reimbursable option for AMC travel

(1) Certain categories of passengers who are eligible for space available transportation aboard AMC are also eligible to

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travel space required (thus obtaining reserved seating) by reimbursing AMC the cost of the established fare (U.S. Government Airlift Rates (AFR 76-11)) (NOTAL). See reference (f).

(2) Eligible AMC passengers who elect to purchase space required travel for AMC have the option to request advance reservations upon payment for travel, or delay selection until arrival at the AMC terminal. Advance reservations require that payment for travel be made prior to requesting a AMC reservation. Travelers who elect space required travel after arrival at the AMC terminal should pay by check or money order payable to the U.S. Treasury, rather than cash, whenever possible. There may not be cash collection facilities at commercial terminals. Passengers may have to travel to a nearby military installation to pay for the AMC travel.

(3) Passengers who have been entered into the AMC space available system may change their status to space required. Passengers changing their status will not be considered for flights being processed when their status was changed.

(4) Passengers who have purchased space required travel will not be permitted to travel space available. If a person inadvertently or purposefully requests both space required and space available travel, the movement will be considered space required, reimbursable by the traveler.

(5) Individuals who purchase a reserved seat under these procedures and do not travel will be reimbursed for the full amount paid upon submission of a receipted copy of the DD 1131, Cash Collection Voucher. See NAVCOMPT Manual, Volume 4, Chapter 3, paragraph 043136.

f. Exceptions to transportation policy regarding space available travel under chapter 10 of reference (f) should be submitted to CNO (N413B). All space available exceptions must provide the following information:

(1) Rank/grade, name and social security number of sponsor.

(2) Verification of financial status and efforts made to obtain funds to perform personal travel using commercial

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transportation. Exception to the space available travel policy will not normally be granted solely because commercial air is expense.

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CHAPTER 3  
APPENDIX AFORMAT FOR MESSAGE OR LETTER PASSENGER RESERVATION REQUEST (PRR)

<u>Item</u>	<u>Information Required</u>	<u>Remarks</u>
1.	Name/Grade/Title	Complete last name, first name, and middle initial, and Navy Grade/Rate or Civilian Rating, as applicable, of each person for whom a seat is requested in item 3. Include dates of birth of children.
2.	SSN/Officer	Traveler or sponsor Social Security Number is required on all PRRs. Officer Designator is required for military personnel or their dependents.
3.	Seats Required	Enter the total number of seats required.
4.	Special Passenger Category	<p>If the request contains passenger(s) who fall within categories listed below, code as indicated. Otherwise, omit item.</p> <p>A - Civilians or dependents not otherwise described in references (c) and (d).</p> <p>B - Civilians or military personnel paying cash in lieu of using a CIC, or for whom special credit billing procedures (Account Handling) must be applied.</p> <p>C - Military husband traveling with military spouse.</p> <p>D - Blue Bark or next of kin deceased.</p> <p>E - Minor dependents</p> <p>G - Exercise or contingency</p> <p>H - Foreign Nationals</p> <p>J - School Teachers</p> <p>K - School Key Officials</p> <p>L - Handicapped passenger</p>

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(continued)

<u>Item</u>	<u>Information Required</u>	<u>Remarks</u>
		M - Retirees
		N - Separatees
		P - Prisoners
		R - Prisoner Escorts
		S - Board Actions
		U - Military escort accompanying passengers
		W - Passengers (other than prisoners) being escorted by armed or unarmed escort
5.	Excess Baggage	Normally, two pieces of baggage per passenger are authorized on all AMC flights. Omit item if no excess baggage is authorized. If excess baggage (over and above the normal baggage allowance) is authorized, indicate the number of pieces of excess baggage authorized.
6.	Transportation Passenger Movement Priority	Enter appropriate transportation movement priority code if shown in orders. Otherwise, omit item.
7.	Type Travel Code	Refer to appendix D of reference (a).
8.	Date of Detachment/ Graduation	Enter date of detachment from present duty station, or date of graduation, if member is a student.
9.	Availability Departure Date	Preferred date of departure from APOE. Indicate day and month travel is desired from APOE after completion of authorized DELREP/TEMADD/TAD/TEM DU/TDY and travel time.

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(continued)

<u>Item</u>	<u>Information Required</u>	<u>Remarks</u>
10.	Mandatory Departure	Date by which the traveler must depart in order to arrive at destination in time to fulfill mission requirements (official commitment, conference, reporting deadline, etc.). If no mandatory date in orders, omit (this time is not applicable for dependents).
11.	Origin Station	Enter geographical location of present duty station, or in the case of ships, the port where the individual will be detached. If detached overseas, state location.
12.	Ultimate Duty Station	Permanent or temporary duty station (activity or ship to include the UIC) to which traveler is ending one-way trip. (Use Plain Language Address (PLA)).
13.	Intermediate Duty	Station to which traveler will report for TEMADD/TAD/TEM DU/TDY while en route to ultimate duty station.
14.	Leave Address After Detachment	Provide leave address, ZIP code, and telephone number (including area code).
15.	Orders Directing Transfer	Submit order number/TC directing PCS transfers. (Example: BUPERS Order 123456 for officers; BUPERS TC B0155 for enlisted.) Submit TANGO number and date orders issued for TEMADD/TAD/TEM DU/TDY
16.	Additional Information	Furnish any pertinent information, e.g., location of dependents, if not in vicinity of



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APPENDIX A  
(continued)

<u>Item</u>	<u>Information Required</u>	<u>Remarks</u>
		members PDS, number of autos owned/shipping, number of pets being shipped, verification of dependency status of student 21 yrs of age and under 23 yrs of age, circuitous travel desired (specify), etc.
17. Return Date		If traveler is on TEMADD/TAD, provide date available for return transportation to duty station.
18. Return Origin		Point where temporary duty traveler will be available for return transportation.
19. Return Destination		Point to which temporary duty traveler must return.
20. Passports		MEMBER/SPONSOR. If travel is to a destination requiring a passport, and a no-fee passport is in traveler's possession, GIVE PASSPORT NUMBER AND EXPIRATION DATE. If applying for a no-fee passport, give date and place of birth, and date and place passport application submitted. DEPENDENT. If dependent(s) are traveling to a destination requiring a passport, and no-fee passports are in their possession, GIVE PASSPORT NUMBER AND EXPIRATION DATE FOR EACH DEPENDENT. If applying for a no-fee passport, give date and place of birth, and date and place each passport application was submitted.
21. Dependent Travel		For dependent travel, provide the following information: A. Expiration of active obligated

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(continued)

<u>Item</u>	<u>Information Required</u>	<u>Remarks</u>
		member or obligated service date of Naval Reservist.
		B. Estimated date dependents will be available to depart CONUS.
		C. DoD-prescribed accompanied tour length as indicated in the OFFTRANSMAN and/or ENLTRANSMAN.
		D. Suitability of member and dependents for residency overseas. See OFFTRANSMAN and/or ENLTRANSMAN.
		E. Designated location of travel if not to the sponsors overseas location. Refer to par.U5222-C4, D1, D2 and D3 of reference (c).
22.	Fiscal Data	For personnel detaching from deployed units, include funding appropriation to be used by the NAVPTO in case routing via commercial transportation may be required and an AMC CIC in case routing is via AMC transportation.
22.	Fiscal Data	For personnel detaching from deployed units, include funding appropriation to be used by the NAVPTO in case routing via commercial transportation may be required and an AMC CIC in case routing is via AMC transportation.

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CHAPTER 3  
APPENDIX B

FOR OFFICIAL USE ONLY

SAMPLES OF PORT CALLS

AMC Category "B" Flight For A Member And Dependents

FM NAVPTO NORFOLK VA//  
TO PERSUPP DET LITTLE CREEK VA//  
INFO USS INDEPENDENCE//  
INDYASSTM INDEPENDENCE YOKOSUKA JA//  
UNCLAS //N04650//FOUO  
SUBJ/PORT CALL FOR PN1 JOHN JONES, USN, 000-00-0000 AND DEPNS//  
REF/A/. PERSUPP DET LITTLE CREEK VA PRR OF 30 JUL 93  
RMKS/1. IRT REF A, SNM IS DIRECTED TO REPORT AMC COUNTER, Los Angeles  
INTERNATIONAL AIRPORT, LOS ANGELES, CA, ON 5 JUN NLT 2015 FOR AMC CHARTER  
FLIGHT MC7 TO YOKOTA JA, FFT USS INDEPENDENCE. ETA 07 JUN AT 0700. TRAVEL IN  
APPROPRIATE CIVILIAN ATTIRE IS AUTHORIZED. AUTH DEPNS INCLUDE: WIFE, SUSAN  
R, 123-45-6789, SON, MICHAEL J., 321-45-6789, DAU, JANE L., 231-45-6789.  
ENSURE PERSONNEL IDENTIFICATION CREDENTIALS ARE IN POSSESSION AS PRESCRIBED BY  
DOD FOREIGN CLEARANCE GUIDE.  
2. ATTACH THIS MSG TO ORIGINAL ORDERS. THIS PORT CALL CONSTITUTES AN ORDMOD |  
3. AMC COST: \$275.00 EACH PAX.  
4. FOLLOWING ONWARD TRAVEL ADVICE PROVIDED: PASSENGERS ARRIVING AT YOKOTA  
AIR BASE.  
A. IF SPONSOR IS NOT WAITING AT THE TERMINAL CONTACT THE NAVY AIR  
TRAFFIC COORDINATING OFFICE (NATCO) COUNTER LOCATED INSIDE THE AMC TERMINAL  
FOR TRAVEL ASSISTANCE OR ACCESS TO MILITARY PHONE SERVICE. IN CASE OF AN  
EMERGENCY AND NATCO REPRESENTATIVES ARE UNAVAILABLE REPORT TO THE PASSENGER  
SERVICE COUNTER IN THE AMC TERMINAL.  
B. PERSONNEL ARE REQUIRED TO SIGN UP AT NATCO FOR ONWARD GROUND  
TRANSPORTATION TO YOKOSUKA. GOVERNMENT CHARTERED BUSES ARE AVAILABLE AT NO  
COST AND DEPART YOKOTA 3:30PM AND 10:30PM DAILY. ESTIMATED GROUND TIME IS 3-4  
HOURS.  
C. COMMERCIAL MODES OF GROUND TRANSPORTATION ARE EXPENSIVE AND  
IMPRACTICAL. HOTEL AND GOVERNMENT LODGING IS LIMITED WITHOUT CONFIRMED  
RESERVATIONS. RECOMMEND THAT A MINIMUM OF \$250.00 IN JAPANESE CURRENCY BE IN  
POSSESSION UPON ARRIVAL IN JAPAN, IN THE EVENT THAT GOVERNMENT TRANSPORTATION  
IS UNAVAILABLE OR OVERNIGHT ACCOMMODATIONS ARE REQUIRED.  
5. IF THIS PORT CALL CANNOT BE COMPLIED WITH CONTACT NAVPTO NORFOLK AT DSN  
564-2514, COML 757-444-2514

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APPENDIX B

(continued)

AMC Category "B" Flight for Civilian Employee

FM NAVPTO SAN FRANCISCO CA//  
TO PERSUPP DET ALAMEDA CA//  
INFO USS CARL VINSON//  
NAS SIGONELLA IT//  
UNCLAS //N04650//  
SUBJ/PORT CALL FOR GM13 JOHN SMITH, 000-00-0000//  
REF/A/PERSUPP DET ALAMEDA CA 000000Z AUG 87//  
RMKS/1. IRT REF A, SUBJECT TRAVELER IS DIRECTED TO REPORT TO THE AMC  
PASSENGER COUNTER, MAIN TERMINAL BLDG, CONCOURSE D, PHILADELPHIA INTL AIRPORT,  
PHILADELPHIA, PA, ON 06 JUN NLT 1600 FOR AMC CHARTER FLIGHT MC17 (CATEGORY B)  
TO NAS SIGONELLA IT FFT USS CARL VINSON. ETA 07 JUN AT 1335.  
2. ATTACH COPY OF THIS PORTCALL TO EMPLOYEE'S ORIG ORDERS. THIS PORTCALL  
CONSTITUTES AN ORDMOD.  
3. AMC COST: \$620.00 PER PAX. ENSURE 15 DIGIT AMC CIC IS REFLECTED IN TDY  
ORDERS.  
4. FOLLOWING ONWARD TRAVEL ADVICE PROVIDED:  
A. THE AMC CAT B FLIGHTS ARRIVES AT THE PASSENGER TERMINAL (NAVAIRTERM),  
SIGONELLA WHICH IS LOCATED ON NATO MARITIME BASE. PERSONNEL ASSIGNED TO  
COMMANDS AT SIGONELLA WILL BE MET AT THE NAVAIRTERM BY A REPRESENTATIVE FROM  
FAMILY SERVICE CENTER AND AN ASSIGNED SPONSOR. PERSONNEL ASSIGNED TO SHIPS  
AND OTHER COMMANDS SHOULD REPORT TO PASSENGER ASSISTANCE/INFORMATION COUNTER  
IN THE NAVAIRTERM.  
5. FOR RETURN TRANSPN: WHEN DATE OF RTN TVL KNOWN, IMMEDIATELY CONTACT  
NAVPTO EUR NAPLES IT TO ARRANGE RTN TRANSPN IAW OPNAVINST 4650.15  
6. IF THIS PORT CALL CANNOT BE COMPLIED WITH CONTACT NAVPTO SAN FRANCISCO CA  
ON DSN 672-3311, COML 510-302-3311 MONDAY THROUGH FRIDAY 0800-1630 AND XXX-  
XXXX AFTER 1630 SATURDAY, SUNDAY AND HOLIDAYS.

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APPENDIX B

(continued)

Commercial Air

FM NAVPTO WASHINGTON DC//30//

TO PERSUPP DET ANACOSTIA WASHINGTON DC//JJJ//

INFO: USS SIMON LAKE//

UNCLAS //N04650//

SUBJ/PORT CALL FOR LT JOHN DOE, USN 000-00-0000//

REF/A/DOC/OPNAVINST 4650.15//

RMKS/1. PROVIDE SUBJ PORT CALL TO TRAVELER AND EXPLAIN FULLY. ATTACH TO ORDERS. THIS PORT CALL CONSTITUTES AN ORDMOD. IF TRAVELER CANNOT COMPLY SUBSEQUENT TO DETACHMENT CONTACT NAVPTO WASHINGTON, DC AT (703) 607-0052 DURING DUTY HOURS. AFTER DUTY HOURS CONTACT 1-800-XXX-XXXX.

2. NO GOVAIR AVAIL TO NEW PERMDUSTA. TRANSPORTATION DIRECTED VIA COML AIR CARRIER FROM WASHINGTON, DC NATIONAL AIRPORT TO ROME, IT VIA DELTA AIRLINES (DL) AND LEAST COSTLY FARE FROM ROME TO OLBIA, IT VIA MERIDIANA AIRLINES (IG). NO FOREIGN FLAG CARRIER AUTH CONUS TO ROME, IT.

3. SNO HAS CONFIRMED RESERVATIONS ON THE FOLLOWING FLIGHTS:

FLT	DATE	DEST	DEPART	ARRIVE
DL634	28AUG97	DCA/JFK	1515	1623
DL148	28AUG97	JFK/FCO	1815	0445/29AUG97
IG120	29AUG97	FCO/OLB	1525	1610

4. TRAVELER INFORMATION:

A. ENSURE PASSPORT/APPLICABLE VISAS ARE IN POSSESSION IF REQUIRED BY DOD FOREIGN CLEARANCE GUIDE.//

B. UPON ARRIVAL AT THE INTERNATIONAL TERMINAL IN OLBIA, CONTACT THE NAVY REPRESENTATIVE AT THE GEASAR OFFICE IN THE TERMINAL FOR FURTHER TRANSPORTATION BY BUS TO PALAU. THIS BUS IS FREE AND THE SCHEDULE COINCIDES WITH ALL AIRCRAFT ARRIVALS FROM ROME.//

C. WHEN YOU REACH PALAU YOU MUST PURCHASE A FERRY BOAT TICKET TO LA MADDALENA. THERE ARE CURRENTLY TWO FERRY BOAT COMPANIES IN OPERATION, THE SAREMAR LINES AND THE S AND Z LINES. THE SAREMAR TICKET OFFICE IS LOCATED IN THE SNACK BAR WHICH IS LOCATED ON THE PIER. THE BUS WILL STOP IN FRONT OF THE TICKET OFFICE. COST OF TICKET IS APPROX 1,500 LIRE-ABOUT \$1.25 US DOLS IN THE WINTER AND 1,700 LIRE-ABOUT \$1.40 US DOLS IN THE SUMMER. THE S AND Z FERRY LINE TICKET OFFICE IS LOCATED DIRECTLY ACROSS FROM THE SNACK BAR ON THE WATER FRONT IN THE TEMPORARY TRAILER TYPE BUILDING. TICKETS ARE APPROX 500 LIRE ABOUT \$.45 US DOLS. AFTER DISEMBARKING FROM THE FERRY, AND IF NOT MET BY A SPONSOR, CALL THE 24 HOUR SECURITY PHONE NUMBER 790244 FOR PICK-UP. THE U.S. NAVY SUPPORT OFFICE COMPOUND AREA IS APPROX ONE HALF MILE TO YOUR RIGHT. THERE IS A LARGE ANCHOR IN THE TRAFFIC CIRCLE JUST IN FRONT AND LEFT OF THE ENTRANCE TO THE BASE.

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APPENDIX B

(continued)

SAMPLES OF PORT CALLS

SALES PERSON: ITINERARY/INVOICE NO. DATE: 21 MAY 97  
CUSTOMER NO. PAGE: 01

TO: IF YOU REQUIRE TRAVEL ADVICE/ASSISTANCE PRIOR TO TRAVEL  
CALL PERSUPDET, SUBASE BANGOR AT 360-396-5773. IF YOU  
NEED ASSISTANCE WITH AIR RESERVATIONS WHILE ENROUTE  
BETWEEN DUTY STATIONS OR WHEN IN A LOCATION WITH NO PSD  
OR NAVPTO, CALL THE NAVY HELP DESK AT 1-800-359-999  
YOUR SABRE REFERENCE CODE IS \*\*\*\*\*

FOR: JOHN H. JONES REF: O,SEA,AAZ  
16 JUN 97 - MONDAY  
AIR US AIRWAYS FLT:104 COACH LUNCH  
LV SEATTLE TACOMA 1000A EQP: BOEING 757  
AR PHILADELPHIA 553P NON-STOP  
HOTEL PHILADELPHIA  
HI HOLIDAY INN 1 NIGHT OUT-17JUN  
45 INDUSTRIAL HWY 1 ROOM  
ESSINGTON PA 19029 RATE-USD90.00 PER NIGHT  
FONE-610-521-2400  
CONFIRMATION 093810948204895  
RATE DOES NOT INCLUDE TAX. RATE AT THAT LOCATION IS  
8 PERCENT.  
HOTEL GUARANTEED TO CREDIT CARD, MUST CANCEL RESERVATION  
BY 6 PM TO AVOID PENALTY.

17 JUN 97 - TUESDAY  
OTHER  
AMC FLIGHT 17 REPORT NLT 1630 LV PHILADELPHIA PA 1800 17JUN  
AR NAPLES ITALY 1110 18JUN SEE AMC TRAVELOPE FOR REPORTING  
DETAILS SEE IMPORTANT TRAVEL INFORMATION BELOW

18 JUN 97 - WEDNESDAY  
CBQ NAPLES  
BQ NAVSUPPACT NAPLES NAP 3 NIGHTS OUT-21JUN  
NAVSUPPACT NAPLES 1 ROOM 1 SPACE  
NAPLES ITALY RATE-USD15.00 PER NIGHT  
81-724-4842 CONFIRMATION 029182

Enclosure (1)

B-3-4

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APPENDIX B

(continued)

21 JUN 97 - SATURDAY

AIR BRITISH AIRWAYS FLT:2607 BUSINESS  
 LV NAPLES 210P EQP: BOEING 737  
 AR LONDON GATWICK SEAT-4A 400P NON-STOP

21 JUN 97 - SATURDAY

HOTEL LONDON GATWICK  
 SQ REGENTS PARK HOTEL 2 NIGHTS OUT-23 JUN  
 156 GLOUCESTER PLACE 1 ROOM SINGLE WITH BATH  
 LONDON NW1 6DT ENGLAND RATE-USD120.00 PER NIGHT  
 FONE-44-171-258-1911  
 CONFIRMATION 1902938547  
 RATE DOES NOT INCLUDE TAX. RATE AT THAT LOCATION IS  
 12 PERCENT  
 HOTEL GUARANTEED TO CREDIT CARD, MUST CANCEL  
 RESERVATION BY 4PM TO AVOID PENALTY.

23 JUN 97 - MONDAY

AIR AMERICAN AIRLINES FLT:141 ECONOMY LUNCH  
 LV LONDON HEATHROW TERM:3 100P EQP: AIRBUS A300  
 AR NEW YORK JFK 400P NON-STOP

SEAT-20A  
 CAR NEW YORK JFK NATIONAL RENTAL CORP ID-5999983  
 PICK UP-1600 1-COMPACT CAR AUTO AC  
 RETURN-25JUN/1400

RATE IS GUARANTEED  
 DAILY RATE-USD43.00 UNLIMITED MILEAGE  
 CONFIRMATION NUMBER 1379318148COUNT  
 RECONFIRM HOURS OPEN IF CHANGING FLIGHTS

25 JUN 97 - WEDNESDAY

AIR AMERICAN AIRLINES FLT:185 ECONOMY LUNCH  
 LV NEW YORK JFK 200P EQP: BOEING 767  
 AR LOS ANGELES SEAT-22J 442P NON-STOP  
 AIR AMERICAN AIRLINES FLT:3205 ECONOMY  
 OPERATED BY WINGS WEST INC  
 LV LOS ANGELES TERM:4 540P EQP:SAAB 340 TPROP  
 AR SAN DIEGO SEAT-7C 628P NON-STOP

25 JUN 97 - WEDNESDAY

HOTEL SAN DIEGO  
 BW BEST WESTERN HACIEND 2 NIGHTS OUT-27 JUN

OPNAVINST 4650.15

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APPENDIX B

(continued)

4041 HARNEY STREET                      1 ROOM  
SAN DIEGO CA 92110                      RATE-USD70.00 PER NIGHT  
FONE-619-298-4707  
CONFIRMATION 8703757683  
RATE DOES NOT INCLUDE TAX. RATE AT THAT LOCATION IS 10  
PERCENT  
HOTEL GUARANTEED TO CREDIT CARD, MUST CANCEL RESERVATION  
BY 4PM TO AVOID PENALTY.

27 JUN 97 - FRIDAY  
AIR ALASKA AIRLINES                      FLT:511                      COACH                      BREAKFAST  
LV SAN DIEGO    728A                      EQP:BOEING 737 400  
AR SEATTLE TACOMA                      SEAT-14A 1009A                      NON-STOP

-----IMPORTANT TRAVELER INFORMATION-----

200,000 DLS FREE TRAVEL INSURANCE PROVIDED BY GOVERNMENT CREDIT CARD  
CONTRACTOR WHERE ALLOWED BY LAW. 150,000 DLS AUTOMATIC TRAVEL ACCIDENT  
INSURANCE PROVIDED BY YOUR COMMERCIAL TRAVEL OFFICE WHERE ALLOWED BY LAW.

NO ADDITIONAL CHARGES MAY BE MADE AGAINST THE CHARGE NUMBER SHOWN ON YOUR  
AIRLINE TICKET. CASH/INDIVIDUAL CHARGE CARD MUST BE USED. FILE CLAIM FOR  
REIMBURSEMENT IF ADDITIONAL CHARGES ARE FOR OFFICIAL TRAVEL PURPOSES.

GOVERNMENT CHARGE CARD CONTRACTOR PROVIDES FREE BAGGAGE INSURANCE UP TO 1,250  
DLS FOR CARRY ON BAGGAGE AND UP TO 500 DLS ON CHECKED BAGGAGE IN EXCESS OF  
COMMERCIAL CARRIERS COVERAGE. TO FILE A BAGGAGE CLAIM WITH AMEX CALL 1-800-  
645-9700.

PLEASE COMPLETE THE QUALITY ASSURANCE FORMS PROVIDED YOUR OPINION COUNTS  
HAVE A PLEASANT AND SUCCESSFUL TRIP.

AIRLINE REQUIREMENTS PREVENT ISSUANCE OF BOARDING PASSES. PLEASE OBTAIN  
BOARDING PASSES AT AIRPORT.

YOU HAVE BEEN TICKETED ON A CARRIER UNDER GOVERNMENT CONTRACT AND YOU ARE  
NOT ALLOWED TO CHANGE CARRIERS FOR PERSONAL REASONS. THE AIRPORT OF DEPARTURE  
AND ARRIVAL HAS BEEN DETERMINED TO BE THE MOST COST EFFECTIVE. SHOULD CHANGES  
IN TRAVEL REQUIREMENTS OCCUR, A STATEMENT AS TO THE REASON SHOULD BE SUBMITTED  
WITH YOUR TRAVEL VOUCHER.



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APPENDIX B

(continued)

INTERNATIONAL TRAVEL - PLEASE RECONFIRM YOUR RETURN FLIGHT 72 HRS PRIOR TO DEPARTURE DIRECTLY WITH AIRLINE.

-----GOVT AIR -----

USE THE ATTACHED TRAVELOPE FOR AMC CHECK-IN FOR YOUR GOVERNMENT PROCURED COMMERCIAL AIR CHARTER FLIGHT. YOU MAY CHECK-IN 4 HOURS IN ADVANCE OF SCHEDULED DEPARTURE BUT NO LATER THAN 1 1/2 HOURS OF SCHEDULED DEPARTURE TIME.

YOU MAY REQUEST THE AIRLINES TO HAVE YOUR BAGGAGE INTERLINED WITH AMC TO YOUR FINAL DESTINATION. PLEASE NOTE - EXCEPTION AMC FLT 17 FROM PHILADELPHIA.

MILITARY PERSONNEL MAY TRAVEL IN APPROPRIATE CIVILIAN CLOTHING.

DON'T BE A NO SHOW. THIS A NO SMOKING FLIGHT.

-----TOLL FREE NAVY HELP DESK PHONE NUMBERS-----  
-----FOR INTERNATIONAL TRAVELERS-----

WHEN TRAVELING IN THE UNITED KINGDOM DIAL 0500-893644  
TO CONTACT SATO TRAVEL NAVY HELP DESK.

-----TOLL FREE NAVY HELP DESK PHONE NUMBERS-----  
-----FOR INTERNATIONAL TRAVELERS-----

WHEN TRAVELING IN ITALY DIAL 1678-70593  
TO CONTACT SATOTRAVEL NAVY HELP DESK.

GENERAL-ENSURE PERSONNEL IDENTIFICATION CREDENTIALS ARE IN POSSESSION AS PRESCRIBED BY DOD FOREIGN CLEARANCE GUIDE. FOR LOCATION OF NEAREST AMERICAN EXPRESS ATM IN ITALY CALL 1-800-226-4779, OUTSIDE CONUS CALL COLLECT 904-565-7875.

NAPLES

A. PERSONNEL WITH TAD DESTINATION TO NAPLES, ITALY TRAVELING VIA AMC CAT B.

OPNAVINST 4650.15

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APPENDIX B

(continued)

-1- GOVERNMENT BUS SERVICE IS AVAILABLE FOR PASSENGERS ARRIVING CAPODICHINO AIRPORT TO THE NAVAL SUPPORT ACTIVITY/PERSONNEL SUPPORT ACTIVITY, DETACHMENT NAPLES.

-2- FOR ASSISTANCE CONTACT THE PERSUPPDET CAPODICHINO OFFICE, LOCATED WITHIN THE BAGGAGE CLAIM AREA OF THE TERMINAL OR NAS

DETACHMENT CAPODICHINO DUTY OFFICE - ACROSS FROM THE TERMINAL - AFTER DUTY HOURS.

B. PERSONNEL WITH TAD DESTINATION TO NAPLES, ITALY TRAVELING VIA FIUMICINO AIRPORT.

-1- US AIRWAYS BUS SERVICE IS PROVIDED FROM ROME TO NAPLES. US AIRWAYS TICKETS MUST BE PURCHASED AT A COST OF APPROXIMATELY 30,000 ITL (APPROX 20.00 USD).

-2- BUS DEPARTS FROM FRONT OF THE TERMINAL.

LODGING OFFERED.

LODGING ARRANGED BY CONFERENCE HOST.  
NEW YORK CITY/23JUN97

TRAVELER BOOKED IN HOTEL OF CHOICE.  
PHILADELPHIA 16JUN97

HOTEL OVER PER DIEM BOOKED AS NO OTHER SPACE AVAILABLE - TRAVELER ADVISED AND ACCEPTED.  
LONDON 21JUN97

TRAVELER BOOKED IN HOTEL OF CHOICE.  
SAN DIEGO 25JUN97

HOTEL OVER PER DIEM AUTHORIZED BY A.O. TRAVELER REQUESTED HOTEL  
PHILADELPHIA 26 JUN 97

7 JUL 1998

CHAPTER 3APPENDIX CSAMPLES OF TRAVEL ADVICE MESSAGES

FM NAVPTO SAN FRANCISCO CA//  
 TO PERSUPP DET GU//  
 UNCLAS //N04650//  
 SUBJ/TRAVEL ADVICE ICO PN3 JOHN Q. SMITH, USN 000-00-0000//  
 RMKS/1. SNM PORT CALLED URCMD DEPARTING LOS ANGELES INTL AIRPORT, LOS ANGELES  
 CA ON 28 JUN/1214 ON CONTINENTAL AIRLINES FLIGHT 75 TO HONOLULU HI.  
 CONNECTING FLIGHT ON 28 JUN/1620 ON CONTINENTAL AIRLINES FLIGHT 903 TO GUAM.  
 ETA 29 JUN/1945. ALL TIMES LOCAL. RECOMMEND RECONFIRMATION OF FLIGHT ARRIVAL  
 WITH DEST AIR TERMINAL.

-----

FM NAVPTO NEW LONDON CT//  
 TO USS SAIPAN//  
 UNCLAS //N04650//  
 SUBJ/TRAVEL ADVICE ICO ET3 ADAM K. JONES, USN 000-00-0000//  
 RMKS/1. SNM PORT CALLED URCMD DEPARTING PHILADELPHIA INTL AIRPORT, PA,  
 19SEP/1800 ON AMC CAT B FLIGHT MC17 TO SIGONELLA. ETA 20 SEP/1355. ALL TIMES  
 LOCAL. RECONFIRM ETA WITH DEST AIR TERMINAL.

-----

FM NAVPTO NEW ORLEANS LA//  
 TO FISC PEARL HARBOR HI//  
 PACMISRANFAC HAWAREA BARKING SANDS HI//  
 SUBASE PEARL HARBOR HI//  
 UNCLAS //N04650//  
 SUBJ/TRAVEL ADVICE//  
 RMKS/1. FOLLOWING PERS PORT CALLED URCMD. ALL TIMES LOCAL. READ IN FIVE  
 COLUMNS.

RATE/NAME	ETD	FLT INFO	ETA	ULTDUSTA
CDR STEPHEN JONES	03SEP/1235	NW929	03SEP/1450	FISC PEARL HARBOR
		SFRAN/HONO		
HM2 ALLEN SMITH	03SEP/1120	AA173	03SEP/1416	PACMISRANFAC
		DALLAS/HONO/LIHUE		
LT JOHN Q PUBLIC	20SEP/1000	UA43	20SEP/1540	SUBASE
				PEARL HARBOR

CHICAGO/HONO

2. RECOMMEND RECONFIRMATION OF ETA WITH DEST AIR TERMINAL.

7 JUL 1998

CHAPTER 3

APPENDIX D

AIR MOBILITY COMMAND CUSTOMER SERVICE BRANCH LOCATIONS

Charleston International Airport

DET 1 437 APS/TRO  
5500 Terminal Blvd, P.O. Box 124  
Charleston IAP SC 29491-0308  
DSN: 673-5794/5798  
Commercial: 803-566-3845  
FAX DSN: (NONE)  
Message address:  
DET 1 437APS CHARLESTON AFB SC//TRO//

Los Angeles International Airport

DET 1 60 APS/TRO  
380 Worldway, P.O. Box N-23  
Los Angeles CA 90045-5810  
DSN: 833-1996  
Commercial: 213-643-1996  
Commercial FAX: 310-363-2790  
FAX DSN: (NONE)  
Message address:  
DET 1 60APS LOS ANGELES AFB CA//TRO//

Baltimore-Washington International Airport

305 APS/DET 1 (AMC)  
P.O. Box 8613  
Baltimore-Washington IAP (BWI)  
Baltimore, MD 21240-8613  
DSN: (NONE)  
Commercial: 410-691-7585/2825  
Commercial fax: 410-691-2443  
FAX DSN: (NONE)  
Message address:  
DET 1 305APS PHILADELPHIA PA//TR//

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CHAPTER 3APPENDIX ERESPONSIBLE COMMANDS/REPORTING ACTIVITIESRESPONSIBLE COMMANDS/  
REPORTING ACTIVITIESGEOGRAPHIC AREA TO BE REPORTEDCINCUSNAVEURNAVPTO LONDON  
NAVPTO EUR NAPLESUnited Kingdom, Northern Europe  
Mediterranean AreaCOMUSNAVCENT

ADMINSUPPU SWA BR

Bahrain

CINCLANTFLTNAVAIRTERM KEFLAVIK IC  
PERSUPPDET GUANTANAMO BAY CU  
PERSUPPDET ROOSEVELT ROADS PR  
PERSUPPDET PANAMA RODMAN PMIceland  
Cuba, Jamaica  
Puerto Rico  
Republic of PanamaCINCPACFLTPERSUPPACT PUGET SOUND BANGOR WA  
NAVPTO PEARL HARBOR HI

NAVPTO GU

NAVPTO FE YOKOSUKA JA

Alaska  
Hawaii, Midway Island  
Johnston Island, Entiwetok  
Guam, Territories of the  
Pacific Island  
Okinawa, Japan, Singapore,  
Thailand, Diego Garcia, KoreaCNO WASHINGTON DC

CONUS (outboard traffic)

7 JUL 1998

CHAPTER 3  
APPENDIX F

SAMPLE LETTER OF AUTHORIZATION FOR DEPENDENT AMC SPACE AVAILABLE  
TRAVEL IN CONJUNCTION WITH A BONA FIDE FAMILY EMERGENCY

FOR OFFICIAL USE ONLY

SSIC  
Office Code  
Date

From: Commanding Officer  
To: Mrs. Jane M. Doe, Street Address, State ZIP  
  
Subj: AMC SPACE AVAILABLE TRAVEL IN CONJUNCTION WITH FAMILY  
EMERGENCY FOR DEPENDENTS OF SK1 JOHN M. DOE, USN,  
000-000-000  
  
Ref: (a) OPNAVINST 4630.25C (DoD 4515.13-R)  
  
Encl: (1) Copy of American Red Cross notification of family  
emergency (if available)

1. Due to the death (or serious illness) of your father in Anywhere City, Japan as confirmed by enclosure (1), you and your children (John Jr., age 4 and Jane M., age 2 years) are authorized AMC space available travel, category one, from Los Angeles, CA to Yokota AB, Japan and return in accordance with chapter 6, table 6-1, item 4 of reference (a). Space available travel is not authorized within the CONUS.

2. AMC flights depart from Los Angeles International Airport, Los Angeles, CA and Travis AFB on (list dates, if available). You and your children should report to the AMC counter and present your passport, ID card(s), visa and this letter in order to place your name on the waiting list for travel to Japan. A Customer Service Branch is located in the terminal to provide travel assistance if required. Each passenger is authorized two pieces of checked baggage and one carry-on piece on an AMC flight. Checked baggage may not exceed 62 linear inches (length plus width plus height) or 70 pounds for each piece. Carry-on baggage must fit under the seat and may not exceed 45 linear inches (length plus width plus height). You must also have sufficient funds to defray any miscellaneous expenses, including the cost of food and lodging, while awaiting transportation.

3. This authority for AMC space available travel expires on (60 days from the date of letter).

NAME  
TITLE

7 JUL 1990

CHAPTER 4SURFACE TRANSPORTATION1. Buses

a. NAVPTO TOs have the authority to arrange chartered bus service for any number of passengers. See chapter 104 of reference (a) for procurement procedures and quality assurance inspections.

b. Only carriers that are party to the Military Bus Agreement (MBA) on file at MTMC and USTRANSCOM/MCC will be used. A copy of the agreement is available at NAVPTOs within the U.S.

2. Rail

a. Rail transportation shall be utilized, in lieu of commercial air when such service is available, is cost effective and consistent with mission requirements.

b. See chapter 105 of reference (a) for additional information pertaining to use of rail transportation.

3. Ships/Vessels

a. See chapter 107, paragraph A of reference (a).

b. Transoceanic surface transportation is normally a more costly mode of transportation. Accordingly, use of this mode for Navy-sponsored travelers traveling at government expense requires advance authorization and coordination with CNO (N413B) and CHNAVPERS (Pers-4), for PCS travel, or with the order issuing official for temporary duty travel. Orders must specifically authorize this mode of transportation.

c. Requests will be favorably considered only in cases of medical necessity, i.e., when travel by air is medically contraindicated. In this regard, the certification of a physician indicating patient's prognosis and diagnosis of reason why travel via aircraft is medically contraindicated must accompany the request.

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d. Once authorization for surface transportation is received, NAVPTOs/PCPs may arrange overseas surface transportation through MTMC as follows:

(1) CONUS NAVPTOs will submit requests for outbound surface booking to HQS MTMC WASHINGTON DC//MTOP-T-MP//. Requests will reflect COMNAVPERSCOM approval.

(2) Overseas NAVPTOs will forward requests to the appropriate Military Export Cargo Offering and Booking Office (MECOBO):

(a) POEs in Germany/Benelux/Denmark/Norway - C MTMC-TTCE OCCA-N BREMERHAVEN GE.

(b) POEs in United Kingdom - C MTMC TTCE OCBA FELIXSTOWE UK

(c) POEs in Portugal/Spain/ALL MED ports/Black Sea/Red Sea and Persian Gulf - C MTMC TTC OCAA-S NAPLES IT

(d) POEs in Alaska - CHMTMC OFFICE AK ELMENDORF AFB AK

(e) POEs in HAWAII - CDRMTMMCWA OCBO NSC PEARL HARBOR HI

(F) All Far East POEs including Guam, Okinawa, Japan) - CDRMTMCTML YOKOHAMA JA.

e. MTMC will obtain surface reservations on MSC-controlled or commercial vessels and inform the requesting NAVPTO.

f. Refer to paragraph U3130-C of reference (c) regarding accommodations on vessels. When the lowest cost accommodations cannot be reserved, first-class accommodations may be used as specified in paragraph U3130-D of reference (c). The orders will be annotated indicating the accommodations being provided and the following certification entered on each document over the TOs signature:

"I certify that the lowest cost accommodations were not available at the time reservations were made and that (the



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accommodations provided hereon were the lowest first-class rate then available)/(first-class accommodations use because (cite reason listed paragraph U3130-E of reference (c)))."

g. If transoceanic surface transportation by privately-owned conveyance (POC), e.g., sail boat, with limited reimbursement is desired, PCS orders must be modified to "authorize" vice "direct" the use of government air. See chapter 2, paragraph 18b.

#### 4. Rental Cars

a. Refer to chapter 106 of reference (a), paragraph U3415 of reference (c), paragraph C2102 of reference (d) and the MTMC Car Rental Agreement for entitlements, application and implementation of the government rental car program. The MTMC Car Rental Agreement is available at all NAVPTOS.

##### b. Policy

(1) Car rentals will be authorized only when it has been determined that the use of other means of transportation is not more advantageous to the government.

(2) Navy-sponsored travelers authorized rental cars shall obtain this service through the servicing CTO, normally collocated with a NAVPTO or PERSUPPDET. In absence of a CTO, rental cars shall be obtained through a Navy passenger transportation element.

(3) The lowest cost car rental service that satisfies mission travel will be selected regardless of whether the car rental company is on or off airport.

(4) Car rental companies that are a part of the MTMC Car Rental Agreement will be used to the exclusion of all others unless otherwise specified.

##### c. Procedures

(1) The order issuing official will determine the size rental car required which will be used in determining reimbursement and so state in the travel order using the applicable codes as stated below. There must be a justifiable

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reason why a larger size car than that which would normally meet the needs is required, e.g., one traveler with one bag normally needs only a compact size car. However, an intermediate or full size car may be needed if the traveler has a large amount of equipment or material associated with official business or there are multiple travelers.

<u>Class</u>	<u>Model Description</u>
CCAR	Compact Car
ICAR	Intermediate Car
FCAR	Full-Size Car
XXAR	Special Vehicle. Order issuing official must specify type vehicle desired, e.g., XVAR (15 Pax Van), XFAR (Wheel drive).

(2) The Navy-contracted CTO will make requested reservations in compliance with DoD and Navy travel policy.

(3) The NAVPTO will review the reservations for compliance with travel policy and contractual requirements.

(4) NAVPTOs will monitor management information reports to ensure travelers, travel services provider and activities are complying with DoD and Navy travel policy.

(5) NAVPTOs will ensure the U.S. Government Car Rental Agreement (current edition) prepared and managed by HQ MTMC is on hand and that the car rental companies comply with the agreement. The current agreement and other rental car information may be obtained through their world wide web site (<http://mtmc.army.mil/travel/car.htm>). Follow the guidelines stated in subparagraph c(3) below.

#### d. Car Rental Quality Control Program

(1) General. The objective of the car rental quality control program is to ensure that Navy-sponsored travelers are provided efficient, responsive, and economical car rental service per the negotiated agreement between the government and the participating car rental companies. Transportation officers must monitor the car rental services provided and initiate corrective action when required.

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(2) Policy. Car rental locations that either do not participate in their company's government car rental program or are guilty of continual major infractions will be denied Navy business. Major infractions include any recurring deviations from the terms of the U.S. Government Car Rental Agreement with emphasis on the following:

- (a) Unsafe vehicle provided.
- (b) Vehicle not available when confirmed reservations provided.
- (c) Unsatisfactory pick-up service by off-airport locations.
- (d) Overcharges and/or confirmed rates not honored.
- (e) Inefficient check-in/check-out procedures.
- (f) Free CDW not provided.

(3) Procedures.

(a) NAVPTOs/CTOs will use CNO (N413B)-approved vehicle rental service evaluation forms to obtain customer feedback and monitor and initiate improvements to the car rental process and overall service to the customer.

(b) NAVPTOs do not have the authority to exempt use of a particular car rental location for their official travelers. All legitimate car rental complaints shall be investigated by the NAVPTO transportation officer by dealing directly with the car rental company military/government representative. Unresolved recurring infractions will be sent to CNO (N413B) for appropriate action.

(c) CNO (N413B) will coordinate with the rental car companies involved which could result in placing locations in a "close watch" (probation) or "non-use" (disqualified) status. When this occurs NAVPTOs/CTOs are notified through the airline computer reservation system.

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CHAPTER 5SPECIAL TRAVEL PROVISIONS

1. Purpose. The purpose of this chapter is to highlight primary entitlements not otherwise addressed in this manual that impact Navy travelers the most and provide Navy policy and procedures for executing these entitlements. Information contained in this chapter should not be construed as modifying references (c) and (d). If a conflict exists between this manual and references (c) and (d), references (c) and (d) take precedence. For complete details on these entitlements refer to references (c) and (d).

2. Extension of time for travel to a Home of Selection, Home of Record, or Place from which Ordered to Active Duty

a. General Policy. Normally, travel to a home of selection must be completed within 1 year after termination of active service. See paragraphs U5130 and U5230 of reference (c). However, under specific circumstances, extension of this time limit may be authorized or approved by the Secretary of the Service concerned or designated representative. CHNAVPERS (Pers-201) is the designated representative of the Secretary of the Navy (SECNAV) in authorizing or approving that travel requiring the approval of the Secretary of the Service concerned under reference (c).

b. Authority of NAVPTO TOs to extend the time limits for travel. NAVPTO TOs are delegated the authority to authorize (that is, give prior permission) extension of time limits for travel under paragraphs U5130-B2 and U5130-B3 of reference (c).

c. Limitation of eligibility. This entitlement applies only to members who meet the requirements of paragraph U5130-A1 of reference (c). CAUTION must be taken to ensure that extensions are not granted to personnel separated under paragraph U5125 of reference (c). See sample letter attached as appendix A of this chapter for personnel separated under the provisions of paragraph U5125 of reference (c), who have submitted a request for an extension of the time limit for travel.

d. Application procedures. The member must submit a written request for extension of time for travel to a NAVPTO or CHNAVPERS

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(Pers-201). The request must include the reason for the request for extension, a copy of the retirement/fleet reserve order, and the following documents, as applicable:

(1) Statement from the attending physician or hospital annotating dates of hospitalization and/or treatment.

(2) Statement from the registrar, or other appropriate official, of the school annotating dates of beginning and anticipated date of completion of studies.

e. Conditions under which Navy TOs may authorize extensions of time for travel to a home of selection. TOs may authorize extensions of time limits for travel to a home of selection in the following cases. Standard letters identified below shall be used to authorize extensions.

(1) Member is undergoing hospitalization or medical treatment in a government or civilian hospital on the date of termination of active duty. See sample letter attached as appendix B of this chapter. See paragraphs U5130-B2a and U5230-B1a of reference (c).

(2) Member is undergoing hospitalization or medical treatment in a government or civilian hospital during the 1-year period after the date of termination of active duty. See sample letter attached as appendix C of this chapter. See paragraphs U5130-B2b and U5230-B1b of reference (c).

(3) Member is undergoing education or training on the date of termination of active service or commences such education or training within 1 year following termination of active service. A sample letter for requesting authorization for initial extension is attached as appendix E of this chapter. A sample letter for requesting authorization for a further extension is attached as appendix F of this chapter. See paragraphs U5130-B3 and U5230-B2 of reference (b).

f. Authority to extend limit of time to travel. All approval authority (that is, the ratification or confirmation of a thing already done) as applies to paragraphs U5130-B2, U5130-B3 and U5230-B1 and U5130-B2 of reference (c), and authorization

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pertaining to all cases under paragraphs U5130-B4 and U5230-B3 of reference (c) are retained by CHNAVPERS (Pers-201).

### 3. Consecutive Overseas Assignments

a. General. Any member who meets the requirements of paragraphs U7200 and U7300 of reference (c) will be entitled to the applicable travel and transportation allowances. CHNAVPERS (Pers-201), as the designated representative of SECNAV, authorizes or approves any transportation required under entitlements in paragraph U7200-B of reference (c), requiring SECNAV authorization/approval.

b. Member married to member, without other dependents. Members married to members, without other dependents, are considered to be members without dependents. Therefore, members married to members and serving an accompanied or unaccompanied tour overseas are entitled to leave travel in connection with consecutive overseas assignments as would a member with no dependents as provided in paragraph U7200-B1 of reference (c).

c. Member who has no dependents or member defined as an unaccompanied member. A member, who has no dependents, or who is an unaccompanied member as defined in appendix A of reference (c) is eligible for leave travel entitlements under paragraph U7200-B1 of reference (c).

d. Deferred travel. Refer to paragraph U7200 of reference (c) pertaining to conditions of deferred home of record leave travel. CHNAVPERS (Pers-4) is the only activity with authority to grant leave travel deferral when member is required to traverse CONUS. Requests for deferred leave, submitted as outlined in the Officer and Enlisted Transfer Manuals, must contain complete justification to substantiate the unusual circumstances which precludes the member and/or family members from taking the home of record leave while in CONUS and must be submitted and authorization received prior to transfer of member. When deferred leave travel is authorized, refer to paragraph U7200 of reference (c) pertaining to time limit in which deferred home of record leave travel must be taken.

e. Travel to other than the Home of Record (HOR). CHNAVPERS (Pers-201) authorization is not required for travel to a place

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other than the member's HOR unless costs exceed travel to HOR under paragraph U7200-A3 of reference (c). PCS orders are to be endorsed to reflect the member's HOR, location where travel is actually performed and the comparative costs. Comparative costs are made using government fares over both routes.

f. Extension of overseas tours. The Enlisted Transfer Manual provides for specific incentives to selected enlisted personnel to encourage such personnel to extend their overseas tours for a minimum of 12 months beyond the projected rotation date. Paragraph U7300 of reference (c) provides specific travel and transportation allowances.

g. Arranging transportation at government expense in connection with the 15-day special rest and recuperative absence (SR&R).

(1) Government-furnished or procured transportation will be used to the maximum extent practicable. Transportation will be arranged per procedures specified in chapter 3 of this manual.

(2) When an AMC passenger channel supporting the location where the member extended a tour of duty terminates at a CONUS inland location, it is appropriate to arrange transportation via that channel to the final aerial port of debarkation.

(3) Members traveling under this incentive will be issued orders and travel as a space required passenger aboard AMC aircraft per chapter 2 of reference (f). There is no authority in law for dependents to accompany members who elect this option on either a space required or a space available basis aboard AMC aircraft.

h. Thirty-day R & R. If the member elects to take the 30-day R & R non-chargeable to leave travel, both member and dependents are treated the same as for ordinary leave under the provisions of chapter 6 of reference (f).

i. Travel via homeport/permanent duty station location, or designated place.

(1) General. Travel via permanent duty station location(s), homeport(s), temporary duty station(s) and a

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designated place, as applicable, in connection with a permanent change of station, or while performing temporary additional duty away from the permanent duty station, is covered in paragraphs U5120 and U5222 of reference (c).

(2) Circumstances when permitted. Travel entitlements may be authorized when it is necessary for the member to travel via these locations as applicable to arrange for shipment of household goods, to pick up personal possessions, to bring a privately-owned conveyance to the new home port or permanent duty station or to arrange for movement of dependents. Refer to paragraphs U5120 and U5222 of reference (c).

(3) Orders and order endorsement requirement. The member's original PCS orders or certificate of separation must be endorsed to reflect whether or not member meets travel eligibility requirements of paragraphs U5120 or U5222 of reference (c).

(4) Responsibility for authorization. CHNAVPERS (Pers-201), as the designated representative of SECNAV, authorizes or approves any transportation required under entitlements in paragraph U5222 of reference (c).

(5) Computing travel time. The member is considered to be in a travel status for all travel via direct routing to the authorized points. Travel time is computed per paragraph U5160 of reference (c). Time spent at the old homeport, new homeport, permanent duty station or designated place is chargeable as leave. Travel to the authorized destination and from the authorized destination is treated as separate legs of the journey as described in paragraph U5150 of reference (c). Per diem is not payable while at the authorized destination. If the member is directed in the PCS orders to travel to the old or new homeport or permanent duty station for official business (TEM DU), the time spent performing TEM DU is not chargeable as leave and the member may be paid per diem if otherwise entitled.

#### 4. Transportation of family members to attend burial ceremonies of Navy members who die while serving on active duty

a. General Policy. The Department of the Navy provides some family members transportation to attend the burial ceremony of



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the Navy member who dies while serving on active duty. The specific travel and transportation allowances are as prescribed in paragraph U5242 of reference (c). Surviving dependents as defined in paragraph U5242 of reference (c), are entitled to attend the burial ceremonies. Escorts for minor children are not entitled to travel and transportation allowances at government expense.

b. Travel and transportation entitlements, per diem and reimbursable expenses are as specified in paragraph U5242 of reference (c).

c. Transportation within/outside CONUS will be provided as specified in paragraph U5242 of reference (c). All international/ transoceanic travel should be arranged through a NAVPTO as listed in chapter 1, appendix A of this manual, to preclude financial hardships associated with limited reimbursement due to non-compliance with the provisions of reference (c). Government/Government-procured air transportation will be used to the maximum extent practical in connection with transoceanic travel. Transportation to a location to process and obtain a passport/visa at government expense is not authorized, unless a stopover is authorized by the airline.

d. Authorization for travel. Following the death of the Navy member, CHNAVPERS (Pers-621) will issue a message travel order authorization to the assigned Casualty Assistance Calls Officer (CACO) for delivery to the eligible dependent(s). An information copy will be provided to the CACOs servicing PERSUPPET or nearest NAVPTO. The CACO will contact the PERSUPPET/NAVPTO to make transportation arrangements as required.

## 5. Environmental and Morale Leave Travel

a. General. Environmental and morale leave (EML) provides those members and DoD civilian employees and their dependents serving in certain designated overseas locations an opportunity to take ordinary leave in a more desirable location.

b. Types of EML travel

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(1) Normal EML travel from EML origination sites to designated EML destinations is on a space-available basis via AMC service as outlined in chapter 6 of reference (f). Eligible participants are limited to two trips per year. Unified commanders approve participating locations and provide administrative controls over the program.

(2) Because of extraordinary unhealthy or difficult living conditions, or when excessive physical hardships are involved, certain overseas locations qualify for funded EML (FEML) travel when there is no AMC space-available military air resources to be used. These areas are listed in appendix S of reference (c). The authority for designating FEML locations is the Under Secretary of Defense (Personnel and Readiness USD(P&R)). Refer to paragraph U7207-C of reference (c) pertaining to FEML entitlements and authorized trips per year.

c. FEML transportation. Transportation under subparagraph 5b above will be by AMC space available resources. If there are no AMC space available resources, the lowest cost commercial air transportation must be arranged. If member and dependents were authorized government procured commercial air and they traveled to a location which is served by AMC (Category B) no FEML is authorized. A travel advance to procure transportation via common carrier is not authorized in accordance with paragraph U5105-C of reference (c).

6. Separation of active duty personnel who have served less than the prescribed period of Service

a. General Policy. A member separated from the service or relieved from active duty during the initial enlistment period or agreed period of service, who has not served on active duty on the date of separation or the date of relief from active duty for a period of time equal to at least 90 percent of the period of active duty for which the member initially agreed to serve, may be provided the least expensive mode of transportation available as specified in paragraph U5125-A5 of reference (c). No per diem is authorized.

b. Exception to general policy. Refer to paragraph U5125-A5, second Items a through f of reference (c).

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7. Transportation of dependents from overseas duty stations incident to official or personal situations (Early Return of Dependents)

a. General. Transportation of a member's command sponsored dependents and shipment of household goods may be authorized at government expense to locations as prescribed by paragraphs U5240 and U5370 of reference (c).

b. Types of situations

(1) National Interest. When authorized by appropriate officials as prescribed in paragraph U5240-C of reference (c), transportation of command-sponsored dependents and shipment of household goods under provisions of paragraph U5370-C of reference (c) and paragraphs C7003-D and C8003-B of reference (d) will be provided to a designated place. Refer to paragraphs U5240-C and U5370-C of reference (c) pertaining to subsequent travel entitlements.

(2) Official. The installation commander or commanding officer may authorize the early return of command-sponsored dependents and shipment of household goods as prescribed in paragraphs U5240-B and U5370-B1 of reference (c). A copy of the travel orders with certified reasons for early return of dependents will be forwarded to CHNAVPERS (Pers-201). Refer to paragraphs U5240-B and U5370-B1 of reference (c) pertaining to subsequent travel entitlements..

(3) Personal. The commanding officer may authorize the early return of command-sponsored dependents and shipment of household goods as prescribed in paragraphs U5240-D and U5370-D1 of reference (c) or paragraphs C7003-D and C8003-B of reference (d) for certain valid emergency and personal reasons. A copy of the travel orders with certified reasons for early return of dependents will be forwarded to CHNAVPERS (Pers-201). Subparagraph 7e(1) below addresses subsequent travel entitlements.

(4) When the member is not available, or has declined to request early return for a dependent, the member's commanding officer may authorize or request authorization for, as appropriate, the early return of command-sponsored dependents

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under paragraph U5240-D of reference (c), upon request of the dependent.

(5) The member's commanding officer will determine or recommend, as appropriate, the destination to which travel is to be authorized and will ensure that a reasonable relationship exists between the conditions and circumstances in the case and such destination.

c. Policy

(1) Early return of command-sponsored dependents must be requested by the member or dependent as stated above, and certified by the member's commanding officer. The request must be authorized by an officer in the grade specified in paragraph U5240 of reference (c), or CHNAVPERS (Pers-201), as appropriate, and submitted to the appropriate order-issuing official.

(2) Approving officials may authorize the early return of dependents only when the member has shown that a valid need to return the dependents exists, the problem or situation occurred after arrival at the overseas permanent duty station, and local resources (on or off post) cannot resolve the problem. The approval authority should obtain recommendations from religious, mental health, financial management, family counseling, or legal agencies. If the member's situation does not meet these criteria, the request shall be disapproved. The early return of dependents must be applied judiciously and understood clearly by all that early return of dependents shall be a last resort. Authorizing early return of dependents and shipment of household goods may result in the government incurring an excessive expense in the cost of transporting dependents and shipping household goods. Accordingly, authorization for the early return of command-sponsored dependents and shipment of personal property must be given judiciously and prudently to preclude fraud and waste.

(3) Dependents must commence travel prior to the member being notified of reassignment from the overseas duty station. In this regard, actual receipt of PCS orders or EPAD is not required.

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(4) Under no circumstances will early return of command-sponsored dependents be authorized for the following reasons:

(a) For the convenience of the member, e.g., to spend time with family in the United States, to travel to a particular area in advance of PCS orders, to ship household goods in excess of authorized allowance, etc.

(b) For student dependents to attend school under paragraph U5240-D2e of reference (c).

(c) For lack of adequate educational facilities under par. U5240-D2e(1) of reference (c), unless that situation occurred after the arrival of dependents in the overseas area. Absence of college in the case of a graduating high school senior does not meet this criterion.

(d) The early return of command-sponsored dependents may be approved (after the fact) only when early return travel is performed for reasons contained in paragraphs U5240-D2b and -D2e of reference (c). Approval authority rests with CHNAVPERS (Pers-201).

d. Procedures

(1) The member will submit a fully documented request to his or her commanding officer requesting early return of command-sponsored dependents. The request will contain all required statements/certifications required to support the request. See sample at appendix F of this chapter.

(2) Commanding officers will closely scrutinize the request and ensure that a valid situation exists which is covered by the entitlement and that no notification of reassignment has been received. When it is determined that conditions warrant the return of one or more command-sponsored dependents, the appropriate authorizing official will either prepare a certificate of authorization (see sample at appendix G) and submit it with the request to the servicing PERSUPPDET or other appropriate order-issuing official for issuance of orders, or forward to CHNAVPERS (Pers-201) with recommendations. See subparagraph 7c(4) above.

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(3) The PERSUPPDET or other appropriate order-writing official will review the request to ensure that the authorization is clear, is supported by necessary documentation/certification, that an entitlement exists, and that notification of reassignment has not been received. For those members who are within 6 months of PRD from authorized date of return travel and no notification of reassignment has been received, the PERSUPPDET should submit message request with complete details regarding early return situation to CHNAVPERS (Pers-4) requesting PCS orders be issued rather than use the early return of dependent entitlement.

(4) The PERSUPPDET or other appropriate order-writing official will prepare the order to cover the early return of command-sponsored dependents and shipment of authorized household goods, and privately owned vehicle for the use of the dependent using the PCS accounting data contained in BUPERSINST 7040.6. See sample order at appendix H. The order-writing official will forward a copy of the orders and supporting documents to CHNAVPERS (Pers-201).

(5) Within their responsibility as delineated in chapter 2, paragraph 14 of this manual, NAVPTOs will issue transportation only if provisions of subparagraph 7c above and this paragraph are complied with fully.

e. Return of Dependents to Areas Outside the United States

(1) Except for dependents who were relocated under provisions of paragraph U5240-C of reference (c), dependents returning early at Government expense subsequently may not be transported at Government expense until such time as the member is reassigned from his or her overseas duty station or receives an approved in place consecutive overseas tour (IPCOT). If dependents are not returned to the overseas location at the member's personal expense, the member will be entitled to transportation of dependents and shipment of household goods at Government expense from the designated place to the new permanent duty station upon subsequent receipt of PCS orders.

(2) A member may return dependents at personal expense to the overseas location from which they traveled. These dependents may again be command sponsored with follow-on station allowances, and transportation allowances at Government expense on a

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subsequent PCS, only if the member has 24 months remaining on the overseas tour after approval of command sponsorship and the member has not been notified of an impending PCS through normal channels. Receipt of PCS orders is not required to refuse command sponsorship of dependents. In this case, upon subsequent receipt of orders and if the dependents were command-sponsored at the overseas location, the member will be entitled to the transportation of dependents at Government expense to the new duty station, if otherwise entitled under paragraph U5203 of reference (c).

8. Student Dependent Travel

a. Transportation of student dependents of military members for the purpose of attending school in the United States. See paragraph U5243-C of reference (c).

(1) A dependent student who is a member of a reserve component will be treated as a dependent student unless the student is on active duty. Naval Reserve Officer Training Corps (NROTC) midshipmen are not members of the military service inasmuch as they do not attain military status until they accept a commission upon graduation from the participating college or university. They are considered as dependent students and may be provided transportation at government expense under the provisions of paragraph U5243 of reference (c).

(2) Students eligible for funded student travel to and from school will not be authorized space available travel over that portion of the trip for which there is a funded entitlement.

(3) For PCS travel of dependent students, the permanent residence of a student dependent not living with the member/DoD civilian employee while at school will be considered to be the permanent station of the member/DoD civilian employee, (or in the case of members serving unaccompanied/dependent restricted tours and spouse resides at another location, the designated place of residence of dependents if the dependents are not authorized to reside with the member is the residence of the spouse).

(4) Paragraph U5243 of reference (c) provides command-sponsored student dependents (under age 23) of military personnel permanently stationed in the overseas area one funded round trip

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per FY (1 Oct through 30 Sep, as specified in paragraph U5243-C of reference (c). (The requirement for dependents to be command-sponsored does not apply when the sponsor's only dependents are unmarried dependent children under 23 years of age.) Exception to the prescribed fiscal year baseline period of not more than 14 days may be authorized by the commanding officer in unusual or emergency circumstances such as an early or late holiday recess or school closing. Exception authorization must be included in the Student Travel Order and Passenger Reservation Request. See appendix I.

(5) The first educational funded round trip will begin at the overseas station for dependent who was under 23 years of age at the time of travel to the overseas duty station. Initial travel to the overseas station is under sponsor's PCS orders and travel and transportation allowances for the student shall not exceed cost from the sponsors old permanent duty station to the new permanent duty station, any excess costs must be borne by the student/sponsor.

(6) Once a student reaches the 23rd birthday, there is no further entitlement under paragraph U5243-C of reference (c), no matter where the student is located at the time. Refer to paragraph U5243-C of reference (c) for return transportation to the overseas location and paragraph U5215-B of reference (c) for return transportation to CONUS.

b. Entitlement and related policies for student dependents of DoD civilian employees.

(1) One annual round-trip at government expense is authorized for student dependents of eligible DoD civilian employees serving on an "authorized dependents" tour in a foreign area for the purpose of attending college or a secondary school. Foreign area is defined as any area outside the United States, the Commonwealth of Puerto Rico, and the possessions of the United States (Standardized Regulations (Government Civilians, Foreign Areas Section 040F)).

NOTE: Educational travel will be paid for secondary education only when the nearest secondary school operated or approved by the DoD as a tuition-free school under contract is so



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far distant for daily commuting from the employee's permanent duty station that room and board would be needed to attend.

(2) The age limit for this benefit extends up to (not including) the 23rd birthday for college education and up to (not including) the 21st birthday for secondary education. Further extensions may be permitted if studies were interrupted by military service.

(3) The student dependent must have been with the sponsor at the overseas duty station at least 14 consecutive days before beginning educational travel if travel to the overseas duty station was at government expense.

(4) The first annual educational travel round trip must begin at the overseas station, proceed to the college in the United States and return to the overseas station to fulfill the basic purpose of the original legislation. (See exception in section 284DV of the Standardized Regulations (Government Civilians, Foreign Areas)). Subsequent annual round trip travel may begin at the post or at the school in the United States. Once a student has graduated from an undergraduate college, final travel must be taken within 3 months.

(5) Commands/activities to which the sponsor is assigned will assure that not more than one annual round trip under educational travel orders is taken within any given 12-month period. The 12-month period baseline is established by the time the child begins the first annual round trip; e.g., if the child begins the first round trip in August, the return half may be taken any time in the following 12 months, but a second annual trip may not be authorized until the following August, and the third in August the year after that, etc. Any portion of the round trip not taken in the 12-month period does not accrue to a subsequent period.

c. Procedures to be used for requesting and obtaining student dependent transportation.

(1) The sponsor's overseas command will issue the appropriate travel orders, which may be in message form. The orders must reflect the JFTR/paragraph in the Standardized Regulations (Government Civilians, Foreign Areas) reference under

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(e) Travel advice messages are provided per chapter 3, paragraph 4g(2) when student travel is to the sponsor's overseas duty station.

(5) Transoceanic travel will be as specified in paragraph U5243-C3 of reference (c) and paragraph C-7005 of reference (d). Under no circumstances will reimbursement be made for travel performed on a foreign flag carrier if a U. S. certificated air carrier is available.

(6) When travel by air is medically contraindicated and properly certified by a physician, ocean surface transportation will be arranged by the servicing NAVPTO per the procedures outlined in chapter 4, paragraph 3.

(7) Unaccompanied baggage is authorized as specified in paragraph U5243-C4 of reference (c).

9. Transportation of dependents incident to a court-martial sentence or administrative discharge under other than honorable conditions

a. General. Under paragraphs U5240-J and U5370-J of reference (c), transportation and shipment of household goods may be authorized at government expense for dependents when the sponsor member stationed in CONUS has been sentenced by a court-martial to be confined for more than 30 days or receive a dishonorable or bad conduct discharge or be dismissed from the Service or receive an administrative discharge under other than honorable conditions.

b. Policy

(1) When a member with dependents is sentenced by court-martial to receive a dishonorable or bad conduct discharge or be dismissed from the Navy, dependent travel may be authorized by the court-martial convening authority when it is determined to be in the best interest of the member or the dependent and the United States.

(2) When a member with dependents is sentenced by court-martial to be confined for a period of more than 30 days, dependents will be moved under this entitlement only when there

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which the travel is authorized, as well as state whether the travel is the first half or second half of the authorized round trip; and contain the appropriation chargeable.

(2) The sponsor's overseas command will submit a PRR per chapter 3, paragraph 4a, with the original travel order, to either the NAVPTO or PCP servicing the overseas duty station or the school at least 30 days prior to the desired travel date. The PRR information may be included in the message order if desired. See appendix I. In addition to the mandatory information contained in the PRR, specify whether transportation is required to/from the overseas terminal nearest the member's overseas duty station, and include the student's address, telephone number, passport number and date of issue. The PERSUPPDET and NAVPTO servicing the sponsor's duty station shall be an information addressee on the PRR/travel order message.

(3) Students should be aware of the servicing NAVPTO/PCP prior to departure from the overseas area and receive a copy of the travel order when it is issued.

(4) Upon receipt of the orders and the PRR, the servicing NAVPTO/PCP will arrange appropriate transportation. In those cases where the sponsor elects to have the student take the one round-trip for the purpose of a short visit at home, it may be more efficient for the original NAVPTO to make round-trip arrangements, ensuring that:

(a) The student is in possession of a valid passport.

(b) The port call issued contains all transportation provided to include transportation to/from the APOE/APOD

(c) The student is provided with a copy of properly endorsed orders and any other transportation documentation required, e.g., commercial airline tickets and/or travelope with a copy of orders and port call.

(d) Students are advised to retain copies of orders, the port call, and all transportation documents for the purpose of filing travel claims.

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is an overwhelming need. Normally, dependents of members who will be returning to active duty after confinement will not be authorized this entitlement. Dependents who are implicated or involved in misconduct or malicious or wanton behavior in connection with member's situation may also be denied travel and transportation allowances. When deemed appropriate, dependent travel in these cases may also be authorized by the court-martial convening authority.

c. Procedures. When travel is authorized, appropriate orders must be issued in accordance with the Officer/Enlisted Transfer manual. The order must specify full name(s) and relationship(s) of authorized dependent(s), the designated place to which travel and transportation allowances are authorized; the specific 1-year time limit and the appropriation chargeable. Appropriation costs are chargeable to current year permanent change of station funds in accordance with BUPERSINST 7040.6.

7 JUL 1990

CHAPTER 5  
APPENDIX A

SAMPLE LETTER FOR A MEMBER SEPARATED UNDER JFTR, PAR. U5125

4650  
Office Code  
SSN  
Date

Mr. John Doe  
0000 Street Name  
City, State ZIP

Dear Mr. Doe:

I am responding to your letter of (date of letter) requesting an extension of the time limit for travel to your home of record or place from which ordered to active duty incident to your discharge from the U. S. Navy.

The Joint Federal Travel Regulations, which are based on laws enacted by the Congress, state that members who are retired from the Military Services, and certain members who have at least 8 years or more of active duty prior to discharge, are eligible for an extension of the time limit for travel to a home of selection. The information in your letter states that you were discharged in December 1987. If you have documentation to show that you were involuntarily released from active duty with readjustment pay after at least 8 years of active service, or were discharged with readjustment pay after at least 8 years of active duty, please forward a copy of such document to this office.

If you do not meet the requirements stated in the above paragraph, the time limit for travel to your home of record or place from ordered to active duty expires 181 days after the date of your release from active duty. If requiring you to complete travel by the 181st day after release from active duty would impose an undue hardship on you, you may submit your request to the Chief of Naval Personnel (Pers-201), 5820 Navy Road, Millington, TN 38054-5056 and provide justification for an extension of the time limit beyond 181 days after release from active duty.

Sincerely,

NAME  
TITLE

Copy to:  
CHNAVPERS (Pers-201)  
NAVTRANSSUPPCEN NORFOLK VA

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CHAPTER 5

APPENDIX B

SAMPLE LETTER FOR A MEMBER CONFINED IN, OR UNDERGOING TREATMENT  
AT A GOVERNMENT OR CIVILIAN HOSPITAL ON THE DATE OF TERMINATION  
OF ACTIVE DUTY

4650  
Office Code  
SSN  
Date

CAPT John Q. Public, USN (TDRL)  
0000 Street Name  
City, State ZIP

Dear Captain Public:

In response to your recent letter, if you have not already been provided transportation at government expense incident to your placement on the Temporary Disability Retired List, the time limit for you and your dependents to travel to your home of selection is extended until 1 year after the date of completion of medical treatment.

The Commanding Officer, Naval Transportation Support Center, Norfolk, Virginia concurs in this extension for the shipment of household goods provided you have not already shipped household goods at government expense incident to your being placed on the Temporary Disability Retired List.

Use a copy of this letter, your original orders placing you on the Temporary Disability Retired List, and a statement from the doctor or hospital showing that you were hospitalized or undergoing medical treatment on the last day of active duty, and that you have been under continuous treatment since that date, to support your request for transportation to your home of selection and the application for shipment of household goods.

Sincerely,

NAME  
TITLE

Copy to:  
CHNAVPERS (Pers-201)  
NAVTRANSSUPPCEN NORFOLK VA

7 JUL 1998

CHAPTER 5  
APPENDIX C

SAMPLE LETTER FOR A MEMBER CONFINED IN, OR UNDERGOING TREATMENT AT A  
GOVERNMENT OR CIVILIAN HOSPITAL FOR ANY PERIOD OF TIME DURING THE  
1 YEAR PERIOD FOLLOWING TERMINATION OF ACTIVE DUTY

4650  
Office Code  
SSN  
Date

PNCM John H. Doe, USNFR  
0000 Street Name  
City, State ZIP

Dear Master Chief Doe:

In response to your recent letter, if you have not already been provided transportation at government expense incident to your transfer to the Fleet Reserve, the time limit for you and your dependents to travel to your home of selection is extended until 1 year after termination of active duty plus a period of time equal to the period of your hospitalization and/or treatment.

The effective date of your Fleet Reserve orders determines which dependents are eligible for transportation at government expense and the cost to the government, as stated in the Joint Federal Travel Regulations.

The Commanding Officer, Naval Transportation Support Center, Norfolk, Virginia, concurs in this extension for the shipment of household goods provided you have not already shipped household goods at government expense incident to your transfer to the Fleet Reserve. If you have any household goods in non-temporary storage, the time limit is extended until 1 year after termination of active duty plus a period equal to the period of your hospitalization and/or treatment occurring within that year. Use a copy of this letter, your orders transferring you to the Fleet Reserve, and a statement from the doctor or hospital showing the dates you were undergoing treatment or were hospitalized, to support the household goods shipping application, and the application for transportation or the claim for reimbursement for travel expenses to your home of selection.

Sincerely,

NAME  
TITLE

Copy to:  
CHNAVPERS (Pers-201)  
NAVTRANSSUPPCEN NORFOLK VA

7 JUL 1990

CHAPTER 5

APPENDIX D

SAMPLE LETTER FOR "INITIAL" EXTENSION FOR EDUCATIONAL PURPOSES

4650  
Office Code  
SSN  
Date

MS1 Roberto R. Perez, USNFR  
0000 Street Name  
City, State ZIP

Dear Petty Officer Perez:

In response to your recent request, if you have not already been provided transportation at government expense incident to your transfer to the Fleet Reserve, the time limit for you and your dependents to travel to your home of selection is extended until 1 year after completion of your studies, or 2 years after termination of active duty, whichever is earlier. If you need an additional extension, please request it about 90 days before this one expires, and provide justification for the extension.

The effective date of your Fleet Reserve orders determines which dependents are eligible for transportation at government expense, and the cost to the government, as provided in the Joint Federal Travel Regulations.

The Commanding Officer, Naval Transportation Support Center, Norfolk, Virginia, concurs in this extension for the shipment of household goods provided you have not already shipped household goods at government expense incident to your transfer to the Fleet Reserve. If you have any household goods in non-temporary storage, you must pay all storage costs beyond 1 year from the date of termination of active service. Use a copy of this letter, your Fleet Reserve orders, and a statement from the school noting the dates of beginning (within 1 year following termination of active service) and completion of studies, to support the household goods shipping application, and the request for transportation to your home of selection or the claim for reimbursement for such expenses.

Sincerely,

NAME  
TITLE

Copy to:  
CHNAVPERS (Pers-201)  
NAVTRANSSUPPCEN NORFOLK VA



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CHAPTER 5

APPENDIX E

SAMPLE LETTER FOR "FURTHER" EXTENSION FOR EDUCATIONAL PURPOSES

4650  
Office Code  
SSN  
Date

LCDR John Q. Person, USN (Retired)  
0000 Street Name  
City, State ZIP

Dear Lieutenant Commander Person:

In response to your recent letter, if you have not already been provided transportation at government expense incident to your retirement, the time limit for you and your dependents to travel to your home of selection is further extended until 1 year from the date of completion of your studies, or 31 December 1999, whichever is earlier. If you need an additional extension, please request it about 90 days before this one expires, and provide justification for the extension.

The effective date of your retirement orders determines which dependents are eligible for travel at government expense, and the cost to the government, as provided in the Joint Federal Travel Regulations.

The Commanding Officer, Naval Transportation Support Center, Norfolk, Virginia, concurs in this extension for the shipment of household goods provided you have not already shipped household goods at government expense incident to your retirement. If you have any household goods in non-temporary storage, you must pay all storage costs beyond 1 year from the date of termination of active duty. Use a copy of this letter, your retirement orders, and a statement from the registrar of the school showing the class beginning dates (within 1 year of date of termination of active duty), and ending dates, to support the household goods shipping application, and the request for transportation to your home of selection or the claim for reimbursement for such expenses.

Sincerely,

NAME  
TITLE

Copy to:  
CHNAVPERS (Pers-201)  
NAVTRANSSUPCEN NORFOLK VA

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CHAPTER 5

APPENDIX F

SAMPLE REQUEST BY MILITARY MEMBER FOR EARLY RETURN OF DEPENDENTS

From: Member  
 To: Commanding Officer, (specify command)  
 Subj: TRANSPORTATION OF DEPENDENTS INCIDENT TO UNUSUAL OR EMERGENCY  
 CIRCUMSTANCES, PERSONAL SITUATIONS  
 Ref: (a) JFTR, par. U5240- (specify subparagraph)  
 (b) JFTR, par. U5370-D  
 (c) JFTR, par. U5410-B

Encl: (1) Medical Certificate of (date) (or other appropriate  
 supporting documentation)

1. I request that transportation for my command-sponsored dependents listed below and shipment of my household goods and privately-owned vehicle be furnished from \_\_\_\_\_ to \_\_\_\_\_. (Must be a location as specified in above references).

NAME OF DEPENDENT	RELATIONSHIP	AGE OF CHILDREN
-------------------	--------------	-----------------

2. I am requesting the early return of my dependents, shipment of household goods and privately-owned vehicle per the provisions of references (a), (b), and (c), for the following reasons: \_\_\_\_\_

Enclosures (1) through ( ) is/are documentation to support this request.

3. I make this request with the full knowledge of applicable regulations in consideration of the fact that I do not expect to be relieved from my present duty station until approximately \_\_\_\_\_. I also understand that the return of my dependents to the overseas area is subject to approval of the Secretary of the Navy, or designated representative, and is granted only under unusual circumstances.

SIGNATURE OF MEMBER

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CHAPTER 5

APPENDIX G

SUBSTANTIATING DOCUMENTATION FOR EARLY RETURN OF DEPENDENTS

FOR OFFICIAL USE ONLY

From: Commanding Officer, (specify command)  
To: Officer in Charge, Personnel Support Activity Detachment

Subj: EARLY RETURN OF DEPENDENTS INCIDENT TO UNUSUAL OR  
EMERGENCY CIRCUMSTANCES, IN THE CASE OF PO1 JOHN Q. PUBLIC,  
USN, 000-00-0000

Ref: (a) JFTR, par. U5240- (specify subparagraph)  
(b) JFTR, par. U5370-D  
(c) JFTR, par. U5410-A1

Encl: (1) PO1 Public's ltr of (date)

1. I have reviewed enclosure (1) and determined that per provisions of references (a) and (b), the early return of PO1 Public's following dependents, and shipment of household goods, is authorized at government expense to a location as specified in above references.

(Name of dependent)	(relationship)	(age of child)
(Name of dependent)	(relationship)	(age of child)
(Name of dependent)	(relationship)	(age of child)

2. Shipment of PO1 Public's privately-owned vehicle is also authorized to a location as specified in reference (c).

3. In view of the above, you are requested to issue appropriate written orders to effect transportation of dependents as shown in paragraph 1 above.

SIGNATURE OF C.O.

Copy to:  
Member  
CHNAVPERS (Pers-201)

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CHAPTER 5APPENDIX HSAMPLE ORDER FOR THE EARLY RETURN OF DEPENDENTS INCIDENT TO  
UNUSUAL OR EMERGENCY CIRCUMSTANCES, PERSONAL SITUATIONS

## FOR OFFICIAL USE ONLY

From: Officer in Charge, Personnel Support Activity Detachment

To:

MEMBER'S NAME, RANK/GRADE, SSNSubj: AUTHORIZATION FOR TRANSPORTATION OF DEPENDENTS INCIDENT TO  
UNUSUAL OR EMERGENCY CIRCUMSTANCES (PERSONAL SITUATIONS)Ref: (a) (Letter from member's C.O.)  
(b) JFTR, para. U5240- (specify subparagraph)  
(c) JFTR, para. U5370-D  
(d) JFTR, para. U5410-B

1. As authorized in reference (a), and per provisions of reference (b), you are authorized transportation at government expense for the following command-sponsored dependents:

NAME	RELATIONSHIP	AGE OF CHILD
------	--------------	--------------

NAME	RELATIONSHIP	AGE OF CHILD
------	--------------	--------------

from (member's duty station) to (a location as specified in above references). Dependents must commence travel prior to receipt of permanent change of station orders relieving you from your present duty station.

2. Per provisions of references (c) and (d) shipment of household goods and a privately owned vehicle is authorized. Make shipment requests under these orders in a timely manner consistent with the circumstances described in enclosure (1) to reference (a). Contact your local Personal Property Shipping Office if you need additional information regarding shipment of your household goods and privately owned vehicle.

3. Accounting data:

Copy to:  
CHNAVPERS (Pers-201)

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CHAPTER 5

APPENDIX I

STUDENT TRAVEL ORDER AND PASSENGER RESERVATION REQUEST (PRR)

FM SPONSOR'S COMMAND

TO STUDENT (NAME, ADDRESS OF UNIVERSITY/COLLEGE IN U.S.)

PERSUPP DET SERVICING SPONSOR'S DUTY STATION

NAVPTO SERVICING SPONSOR'S COMMAND

NAVPTO SERVICING STUDENT'S UNIVERSITY/COLLEGE IN U.S.

UNCLAS //N04650//FOUO

SUBJ/STUDENT TRAVEL ORDER AND PRR.//

REF/A/ JFTR, PAR. U5243 (FOR MILITARY DEPN), OR STANDARDIZED REGULATIONS (GOVERNMENT CIVILIANS, FOREIGN AREAS, SECTION 040F).//

REF/B/OPNAVINST 4650.15 (PTM).//

RMKS/1. COPY TO (SPONSOR'S NAME, RANK/RATE, SSN/DESIG).

2. FOR STUDENT. YOU ARE AUTHORIZED TO TRAVEL FROM (LOCATION OF SCHOOL, CITY AND STATE) TO (CITY AND COUNTRY OF PARENT'S COMMAND) ON (DATE) FOR (INDICATE FIRST/SECOND HALF) OF AUTHORIZED ANNUAL ROUND TRIP STUDENT TRAVEL. ANNUAL PERIOD (365 DAYS) BEGINS WITH COMMENCEMENT DATE OF THE FIRST HALF OF THE ROUND TRIP. YOU MEET ALL ELIGIBILITY REQUIREMENTS FOR THIS TRAVEL AS PRESCRIBED IN REF A.

A. ACCOUNTING DATA: XXXXXXXX.XXXX XX XXXX X XXXXX X XXXXXXXX.  
COST OF TRANSPN; \$XXX.XX MISC: \$XX.XX REIMBURSEMENT WILL BE AUTHORIZED FOR TAXI, BUS, STREET CAR, SUBWAY OR OTHER PUBLIC CARRIER FARES TO AND FROM AIRLINE TERMINALS. AN ALLOWANCE OF FIFTEEN CENTS A MILE IS AUTHORIZED IF PRIVATELY OWNED VEHICLE IS USED. RENTAL CAR AND PER DIEM ARE NOT AUTHORIZED.

B. BAGGAGE: FOR AIR TRAVEL YOU ARE AUTHORIZED TWO PIECES OF CHECKED BAGGAGE (EACH PIECE NOT TO EXCEED 62 LINEAR INCHES OR 70 POUNDS) AND ONE CARRY-ON BAG (NOT TO EXCEED EITHER 45 LINEAR INCHES OR POUNDS). SHIPMENT OF 350 POUNDS (GROSS) UNACCOMPANIED BAGGAGE PER TRIP IS AUTHORIZED. CONTACT (NAME, ADDRESS, AND TELEPHONE NUMBER OF NEAREST PERSONAL PROPERTY SHIPPING OFFICE TO UNIVERSITY/COLLEGE) TO ARRANGE SHIPMENT AND PROVIDE COPIES OF THESE ORDERS.

C. TRANSPORTATION: YOUR TRANSPORTATION WILL BE ARRANGED BY NAVPTO (NAME, ADDRESS, TELEPHONE NUMBER). THE NAVPTO WILL FORWARD TO YOU ALL TRANSPORTATION DOCUMENTS REQUIRED FOR TRAVEL, TO INCLUDE A PORT CALL FOR THE INTERNATIONAL/TRANSOCEANIC TRAVEL PORTION, AND WILL PROVIDE ANY ASSISTANCE NECESSARY. CONTACT THE NAVPTO IMMEDIATELY. NO REIMBURSEMENT WILL BE AUTHORIZED IF TRANSOCEANIC TRAVEL IS PERFORMED AT PERSONAL EXPENSE AND GOVERNMENT AIR IS CONSIDERED TO BE AVAILABLE; OR ON A FOREIGN FLAG CARRIER, IF U.S. CERTIFICATED AIR CARRIER IS AVAILABLE.

20. NO-FEE PASSPORT NUMBER AND EXPIRATION DATE.

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CHAPTER 6MOBILIZATION/CONTINGENCY REQUIREMENTS

## 1. POLICY AND CONCEPT

a. General. This chapter describes the policies and procedures for obtaining and arranging passenger transportation during mobilization/contingency situations and is intended to supplement reference (j) (available on NAVSUP's Naval Logistics Library - <http://www.navsup.navy.mil/reference/index.html>). In the event of mobilization for war or national emergency, transportation is an essential and critical element in the mobilization process. It is imperative that all resources be transported and deployed expeditiously to reinforce and sustain fleet and combatant units. During the initial phases of a mobilization, drilling Naval Reserve personnel will be required to move within the continental United States from their residences to Naval Reserve activities (NRAs) for activation processing, Navy Mobilization Processing Sites (NMPSs) for mobilization processing, required training and outfitting locations as determined by the supported commander and ports of embarkation for subsequent overseas movement. Other reservists and retired personnel will report directly from home to the NMPS for activation and mobilization processing. In planning the required movement, the majority of personnel must be furnished transportation at government expense via common carriers. The mode used will be the one that most effectively meets the military requirements at the time of need. All transportation after NRA activation and NMPS mobilization processing will generally be arranged by the servicing NAVPTO in coordination with AMC or the Military Traffic Management Command (MTMC), as appropriate. This chapter describes the policies and procedures for obtaining and arranging transportation during mobilization/contingency situations.

b. Individual Responsibilities. This paragraph provides general responsibilities during times of mobilization/contingency situations.

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(1) Chief of Naval Operations (CNO). Depending on the level of authority invoked, issues the alert and mobilization directives calling for an expansion of the active duty Navy. Mobilization may be selective, partial, full, or total. CNO also will authorize required manning levels, will designate specific commands activities that must be augmented to bring them up to wartime manning, and will levy personnel strength requirements necessary to meet the contingency. CNO (N413B) monitors transportation support of Navy requirements; is the focal point for all passenger transportation matters; and functions as the Primary DoD War Air Service Program (WASP) Air Priorities Office for the Department of the Navy for passenger movements.

(2) U.S. Transportation Command (USTRANSCOM). The Joint command responsible for coordination and management of DoD military transportation needs and assets for air, land and sea common-user transport. It is comprised of a headquarters staff, three component commands, and their assets. These component commands are the Air Mobility Command (AMC) (USAF), the Military Sealift Command (COMSC) (USN), and the Military Traffic Management Command (MTMC) (USA).

(3) AMC. The Air Force component commander under USTRANSCOM which provides airlift resources to support mobilization requirements between CONUS and overseas areas, within overseas areas, and within CONUS, as required. AMC will book and confirm all international air passenger movement request received from MTMC and the NAVPTOs.

(4) COMSC. The Navy component commander under USTRANSCOM who provides strategic sealift through operation of the MSC-controlled fleet during peace, war and contingency situations.

(5) MTMC. The Army component commander under USTRANSCOM who is responsible for arranging intra-CONUS passenger moves of groups supporting the Military Services' requirements that are outside the local NAVPTOs routing authority. See chapter 2, paragraph 3. MTMC is also the booking authority for sealift requirements.

(6) Chief of Naval Personnel (CHNAVPERS). Under the Deputy Chief of Naval Operations (Manpower and Personnel),

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initiates action to augment various fleet and overseas units, issues order preparation and issuing guidance, controls and coordinates active duty and mobilization personnel distribution.

(7) Commander, Naval Reserve Force (COMNAVRESFOR). Directs and coordinates the activation of units and personnel under his cognizance in response to mobilization directives issued by CNO, the order-issuing guidance provided by the Deputy Chief of Naval Operations (Manpower and Personnel)/Chief of Naval Personnel and the Enlisted Personnel Management Center (EPMAC).

(8) Naval Reserve Personnel Center (NAVRESPERSCEN). Screens and assigns pertrained individual manpower (PIM) personnel to valid mobilization requirements and fills vacant SELRES billets when directed. Reviews and distributes mobilization orders to Navy Mobilization Processing Sites (NMPS) for PIM personnel. Issues orders and travel support to PIM personnel when necessary through NAVPTOs.

(9) Naval Reserve Readiness Command Regions (NAVRESREDCOM REGs). Geographic regions within the U.S. and its territories, assigned by Commander, Naval Reserve Force under Commander, Naval Reserve Force, and normally commanded by Training and Administration of Reserves (TAR) and USN captains who direct and coordinate the peacetime, pre-mobilization training of reservists at assigned Naval Reserve Activities (NRAs) within the region.

(10) NRAs. Field activities of Commander, Naval Reserve Force (COMNAVRESFOR). May be either surface activities under Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR), or air activities under Commander, Naval Air Reserve Force (COMNAVAIRESFOR), and normally commanded by TAR or USN officers. They direct and manage the peacetime, pre-mobilization training of reservists assigned to the NRA. At recall or mobilization, they conduct activation screening and processing of units and individuals assigned, issue orders to reservists and coordinate transportation requirements for assigned units, sub-units and individuals through the supporting NAVPTO.

(11) Personnel Support Activities (PERSUPFACTs). During mobilization, PERSUPFACTs will coordinate and monitor their



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NAVPTO and Personnel Support Activity Detachments (PERSUPPDETs) in the processing of mobilized reserve units and individuals to active duty and their movement to required locations.

(12) Personnel Support Activity Detachments (PERSUPPDETs). Selected PERSUPPDETs at designated Navy Mobilization Processing Sites (NMPS) are assigned personnel mobilization processing responsibilities for recalled/mobilized reservists.

(13) Navy Passenger Transportation Offices (NAVPTOs). Under the direction of the PERSUPPACT, NAVPTOs have overall responsibility for arranging transportation for recalled and mobilized reserve units and individuals located within the PERSUPPACT area of responsibility. NAVPTOs will communicate directly with USTRANSCOM (MCC), AMC, MTMC, COMSC and the CTO, as necessary to arrange appropriate transportation.

(14) Navy Mobilization Processing Sites (NMPS). Selected naval bases and stations with appropriate infrastructure that supports the mobilization processing of military and civilian personnel as necessary to meet the needs of the Navy and/or Marine Corps, as appropriate. They are normally commanded by active duty flag or general officers or O-6 grade officers with already assigned area coordination authority who, under NMPS, act as the Local Area Coordinator for Mobilization (LACMOB). NMPS are responsible for the proper and complete mobilization processing of members necessary to meet the needs of the Service.

(15) Personnel Mobilization Teams (PERSMOBTEAMS). Selected reserve (SELRES) units tasked with augmenting NMPS and assisting the LACMOB and NMPS activities with the recall/mobilization processing of SELRES, IRR, Standby Reserve, Fleet Reserve, and retired Navy personnel to active duty as directed by the implementing directive.

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ATTACHMENT 1FORMS AVAILABILITY

1. The following forms are available in the Navy supply system using requisitioning procedures contained on CD ROM NAVSUPPUB 600 (NLL):

<u>Form Number</u>	<u>Title</u>
DD 139	Pay Adjustment Authorization S/N 0102-LF-001-1501 (5-53)
DD 884	Application for Transportation for Dependents S/N 0102-LF-000-8841 (11-80)
DD 1056	Authorization to Apply for a "No-Fee" Passport and/or Request for Visa S/N 0102-LF-015-6400 (rev 5-92)
DD 1131	Cash Collection Voucher S/N 0102-LF-010-8930 (4-57)
DD 1341	Report of Commercial Carrier passenger Service S/N 0102-LF-007-1400 (rev 6-89)

2. The following form may be obtained from Director, U.S. Army, Publications Distribution Center, 1655 Woodson Road, St Louis, MO 63114-6181:

DD 2208	Rabies Vaccination Certificate
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3. The following form is available from GSA (Federal Supply System) through normal supply procurement procedures:

SF 1170	Redemption of Unused Tickets NSN 7540-00-634-4242 (11-85)
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